



Introduction



Quality Manual

OROQUIETA AGRO-INDUSTRIAL SCHOOL

Villaflor Oroquieta City

Tel. No. (088) 531-2111

VISION

To be the Center of Excellence in providing TVET particularly in Agri-Industrial sector in the province.

MISSION

To produce highly competitive graduates through quality TVET responsive to the needs of the industries and receptive to entrepreneurial opportunities.

GOAL

Produce quality TVET graduates in Agriculture and Industrial sector.

OBJECTIVES

- Offer level 5 (diploma) and higher NCs programs
- Establish physical facilities to run existing and new programs
- Develop and enhance human resource capacities and capabilities
- Establish research and development program
- Achieve STAR Rating and APACC awards



Quality Assurance Procedure



Documentation Procedure

Document No. SSSD-001-QAM-01

OAIS Policy and Procedures

Documentation Procedure

1.0. Purpose, Scope and Terminology

1.1. Purpose

The documentation procedure provides the framework for the development of procedures and work instructions. The purpose of this procedure is to provide a consistent approach to this documentation through a carefully designed framework. It is expected all documentation that is intended for use in the QA System will follow this framework

1.2. Scope

The documentation procedures will cover all procedures and work instructions that are prepared and intended to form part of the QA System. Documentation within the QA System is under the QA System control, and is subject for audit and monitoring.

1.3. Terminology

1.3.1. *Process Owner* – refers to the originating officers who develop the system / procedures manual.

1.3.2. *Management Review* – refers to the process of analyzing and assessing the results of monitoring, internal audit, and customer feedback based on the documented procedures being implemented and derives policies for continuous improvement of the quality system

1.3.3. *Work Instruction* – a stand –alone that defines deviation from the existing national procedures. The writing/documentation of the work instructions follows the standard procedure for documentation

1.3.4. *Project Team* – refers to the group composed of the process owner; documentation unit of QA and representatives from the implementing units.

1.3.5. *Institutional Quality Management Review Committee (IQMRC)* – a key decision making body on all quality directions in OAIS which authorizes all institutional quality policy initiatives.

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1.3.6. *Quality Management System Manager* – refers to the person responsible in establishing QA System of the school and in monitoring the implementation of the QA policies and procedures under QA system

1.3.7. *Document Controller* – person in-charge of maintaining and securing the documentation of the IQA system.

2.0. Responsibility

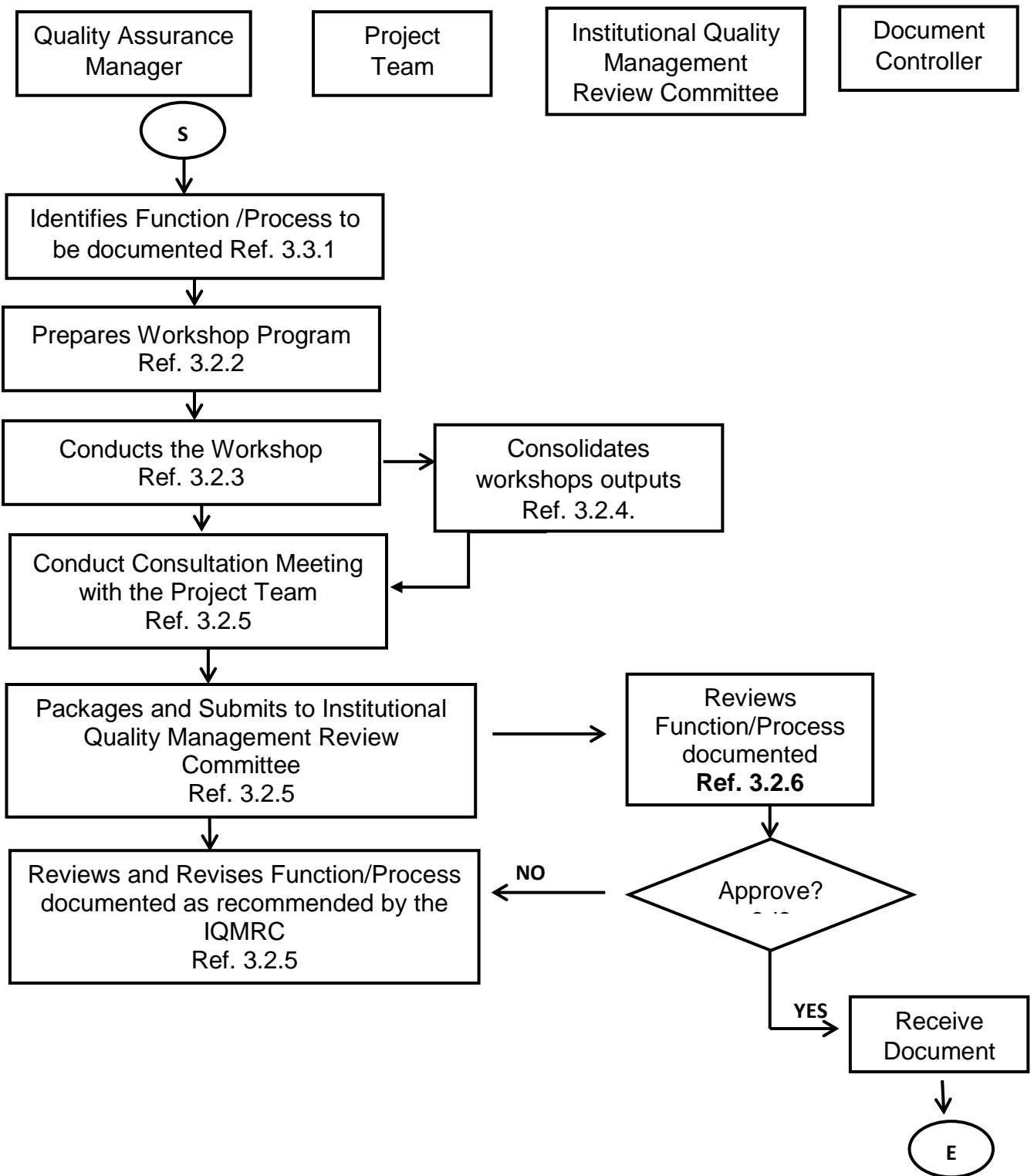
2.0. Responsibility for the Authority Maintenance of the Documentation Procedures

The Vocational School Administrator assisted by the QMSTeam are responsible in ensuring that this procedures is maintained at the school level. The Institutional Quality Management Team shall give recommendations to the Vocational School Administrator on matters pertaining to the revision of this procedure.

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3.0 Procedures

3.1. Flowchart



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3.2.4 Consolidates Workshops Outputs	Forms	Time Frame	Inputs to Procedure
The Project Team will: <ul style="list-style-type: none"> • Ensure documentation is collected together • Negotiate the completion of the outstanding work • Establish timeliness for outstanding work 		1 Day	
3.2.5 Conducts Consultation Meeting with the Project Team			
The Quality Assurance Manager will : <ul style="list-style-type: none"> • Ensure the whole group reviews each page of the document • Document the suggested changes • Have the team members document the changes • Retain an electronic copy of the final draft document • Prepare the documentation and package for review by the Institutional Quality Management Review Committee • Determine the process to provide feedback to the working group 		1 Day	
3.2.6 Reviews the Function/ Process Documented			
The Institutional Quality Management Review Committee will: <ul style="list-style-type: none"> • Meet with the members • Review the documentation • Record the Outcomes • If approved, endorse to Document Controller • If not approved transmit recommended changes to the Quality Assurance Manager 		2 Days	
3.2.7. Reviews and Revises Function/Process documented as Recommended by the IQMRC			
The Quality Assurance Manager will : <ul style="list-style-type: none"> • Meet the members of the project team • Review the documentation • Revise the documentation • Finalize and submit the final package of the revised documented procedure 		1 Day	

3.3 Work Instruction

4.0 Forms

5.0 Related Information

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Document Management

Document No. SSSD-002-QAM-02

O AIS POLICY and Procedures

The documented Management for the O AIS Quality Assured System

1.0. Purpose, Scope and Terminology

1.1. Purpose

The document Management for the O AIS Quality Assured System aims to standardize the process of controlling, recording, updating, storing, disseminating and retrieving of O AIS quality assurance controlled document

1.2. Scope

The procedures cover the numbering or coding system, filing system and the manner of safekeeping and disseminating/ publishing and retrieval of the O AIS quality assurance controlled document

1.3. Terminology

The definition of terminology as used in this procedure is as follows:

1.3.1. *Document Controller (DC)*- Person inn-charge of maintaining and securing the documentation of the IQA System.

1.3.2. *Institutional Quality Management Review Committee (IQMRC)* - a key decision making body on all quality directions in O AIS which authorizes all institutional quality policy initiatives.

1.3.3. *A Controlled Documents* – includes reports, policy and operating guidelines enrolled in QA system.

1.3.4. *Process Owner* – refers to the originating unit/department, which develops the quality system/ procedures manual. These includes the following

- Administrative and Support Services
- Instruction and Student Services
- Extension Services
- Production Services
- Research Services
- Planning Office (PO)

1.3.5. *VSA*– refers to the head of office which is the vocational school administrator

1.3.6. *Footer* – refers to reference box located at the bottom of the document. It specifies the name component of the O AIS QA System i.e. Document

Management for the O AIS QA System, the document number when it was issued and date issued. Revision No. refers to the number of times the document has been

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revised.

2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of Document Management Procedures

The vocational School Administrator with the advice of the Institutional Quality Management and Review Committee (IQMRC) is responsible in ensuring that the requirements of this procedure are maintained and make review on the procedures as required.

2.2. Responsibility for the Implementation of the Document Management Procedures

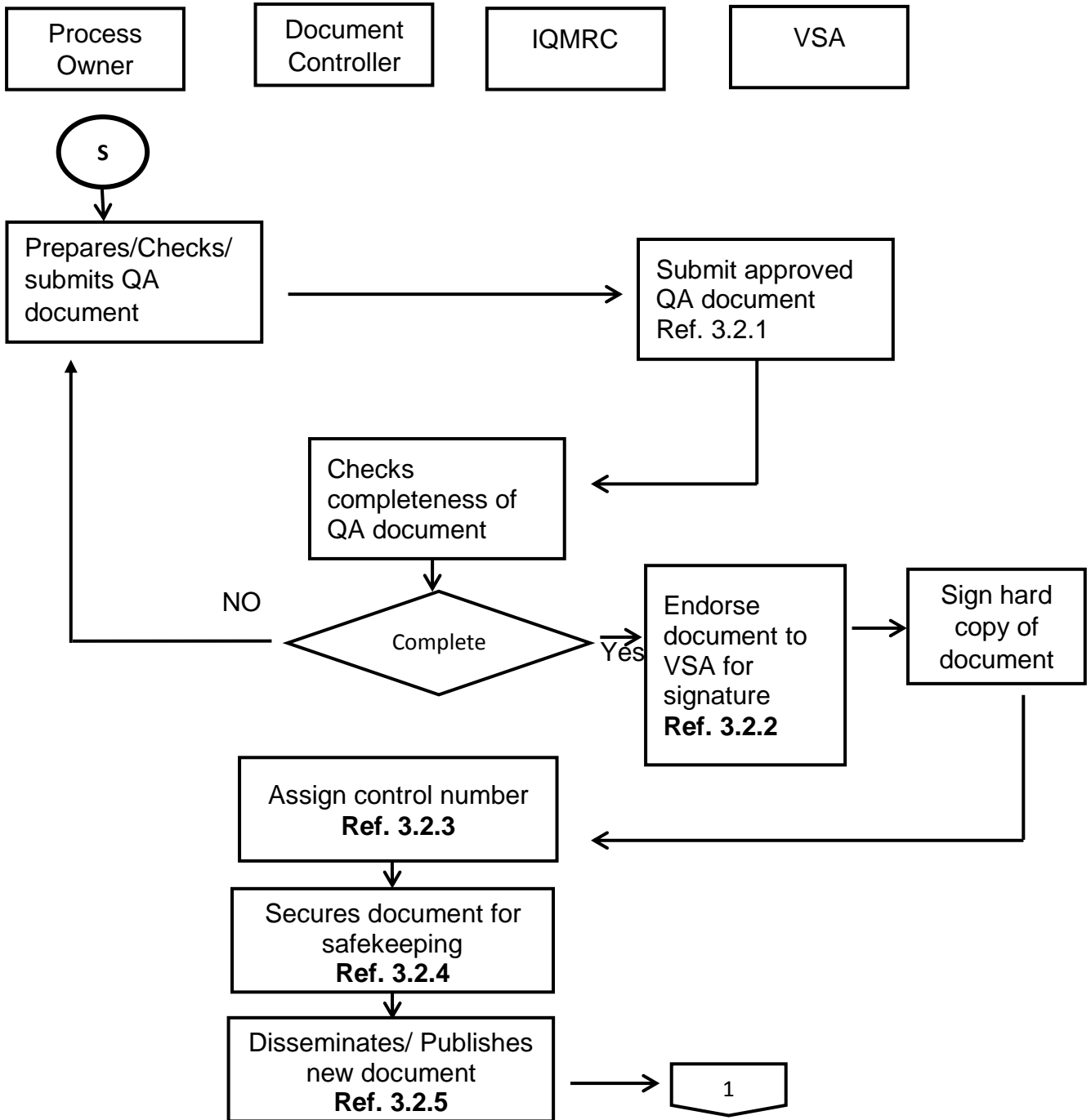
The implementation of the Document Management Procedures for the OAIS OA System is the responsibility of the IQMRC. At the department or unit level, the IQA Manager shall be responsible in overseeing its implementation. The same must give recommendation to the IQMRC on matter concerning reviews and revisions

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3.0 Procedures

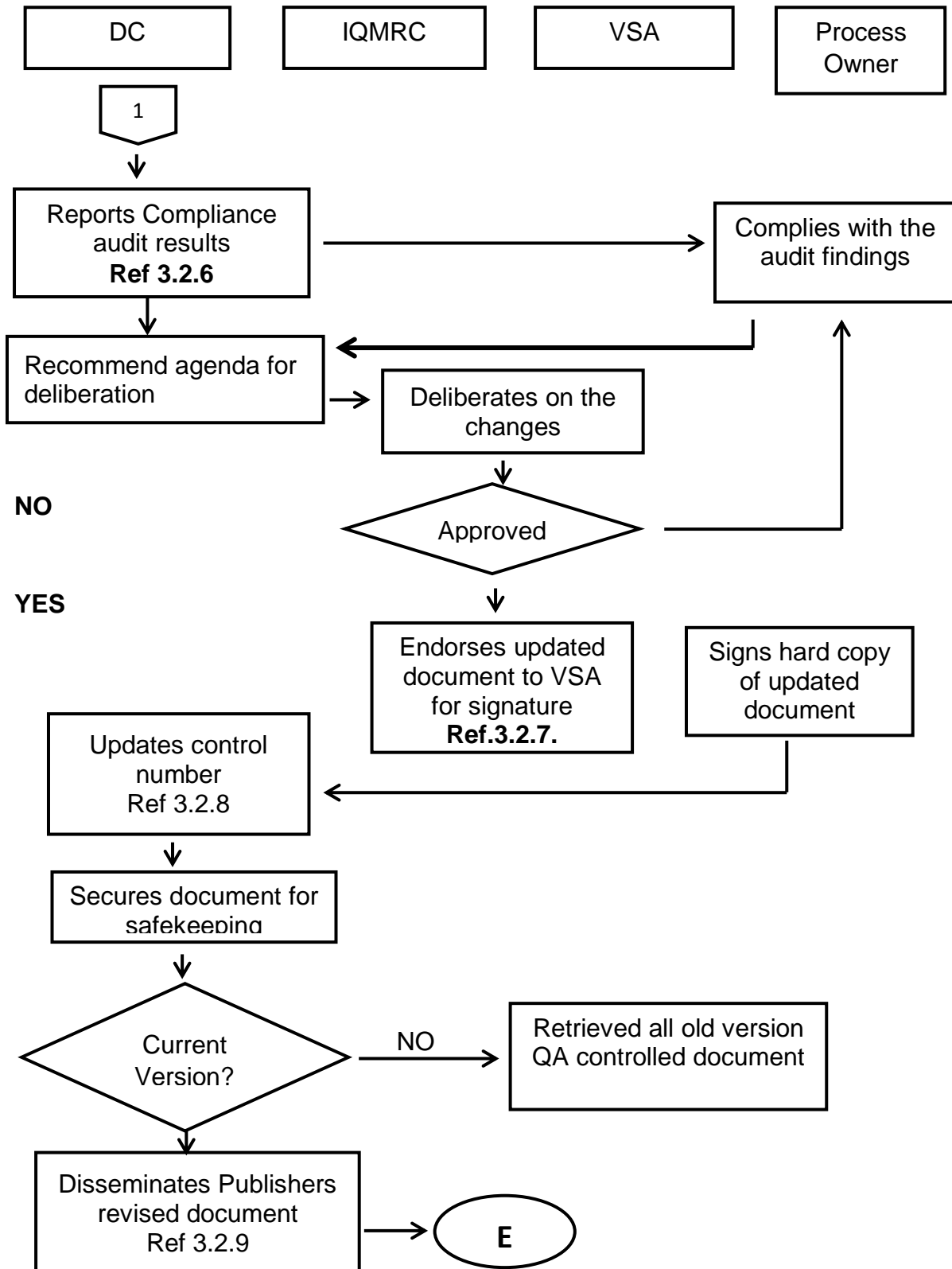
3.1 Flowchart

Stage 1 –New Document



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Stage 2 – Updating Documents



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3.2 Documentation

Stage I New Document

3.2.1 Submits approved QA document to DC	Forms	Time Frame	Inputs to Procedure
<p>The process owner will :</p> <ul style="list-style-type: none"> • Prepare, check completeness of the document and ensures that it complies with the Standard QA document layout <ul style="list-style-type: none"> ○ Note : <ul style="list-style-type: none"> Main Heading font : Arial Black, size 14, Normal Sub Titles/ Sub-Heading font : Arial Bold, size 12, Normal Body Text font : Arial, size 12, Normal Right margin x left margin 29.7mmx 21.0mm Type Paper: A4 <p>The IQMRC will:</p> <ul style="list-style-type: none"> • Submit to DC the approved copy of the document in hard copy <p>The Process Owner will:</p> <ul style="list-style-type: none"> • Provide the electronic copy of the document 		1 Day	
3.2.2 Endorses document to VSA for signature			
<p>The document Controller will:</p> <ul style="list-style-type: none"> • Check completeness of the document in terms of footer, forms, attachments, correct headings/style and format • If complete, files original copy of forms to IQMRC • If not complying, informs originating office/Department/Unit of any lacking documents <p>The IQMRC will:</p> <ul style="list-style-type: none"> • Initial and indorse the document to VSA for signature 		2 Day	QAM sends memo to process owner for compliance /on-c0mpliance

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3.2.3 Assigns control number	Forms	Time Frame	Inputs to Procedure
<p>The document controller will:</p> <ol style="list-style-type: none"> Classify the type of document by the core business as Document Type Code <p>DIS Direction Setting SSSD Standard Setting System Development STP Support to TVET Provision ICB Institutional Capacity Building</p> <ol style="list-style-type: none"> Indicates the document number based on the totality on institutional procedures following a three digit pattern. Determine the code of document based on the TESDA functions as follows : <p>DIS Institution Policy Information INF Information EMS EMIS LMM Labor Market Monitoring MEE Monitoring External Environment PFO Plan Formulation RAL Resource Allocation SOS Social Marketing MCC Monthly Consultative Counselling MON Monitoring</p> <p>SSD Standard Setting System Development</p> <p>QAM Quality Manual DOM Document Management CFT Customer Feedback IQA Internal Quality Audit QCA Quality Compliance Audit SYD System development CAS Competency Assessment COA Certificate of Achievement TOR Transcript of Records EMIS COC Certificate of Completion</p>		1 Day	

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3.2.3 Assigns control number	Forms	Time Frame	Inputs to Procedure
<p>REG Program Registration PRC Program Registration Compliance ACC Program Accreditation IAW Incentives and Awards</p> <p>SSD Support to TVET Provision</p> <p>INSTRUCTION</p> <p>ADR Admission Requirement ACR Academic Rules RPR Regular Programs STPr Short Term Program MOD Modes of Delivery CRD Curriculum Development GSE Guidance Services HES Health Services LIS Library Services SDP Students Dev. Prog.</p> <p>EXTENSION SERVICES :</p> <p>EPR Extension Program NAL Networks and Linkages</p> <p>PRODUCTION SERVICES</p> <p>IGP Income Generating Project AUX Auxiliary Services</p> <p>RESEARCH AND DEVELOPMENT :</p> <p>APR Applied Research</p> <p>ICB Institutional Capacity Building REM Records Management PEM Personnel Management FIM Financial Management SAM Supply and Asset Mgt. PFD Physical Facilities Dev. HRD Human Resource Dev. (includes hiring and promotion of personnel)</p> <p>GES Gen. Services</p>			

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3.2.3 Assigns Control Number	Forms	Time Frame	Inputs to Procedure
<p>4. Number the document based on the function coded following a two digit-digit pattern</p> <p>5. Indicate the revision number (if Revision was done) in the revision box</p> <p>6. Document Procedure of the school used as example below</p> <p style="text-align: center;">SSSD-0001-QAM-01</p> <p>7. Ensure that the footer is properly filled-up with necessary information and verify revision number, date issued, issued by to the originating office and document number.</p>			
3.2.4 Secure Document			
<p>3.2.4.1 Electronic-based</p> <ul style="list-style-type: none"> • Document controller makes a back-up copy <p>Note: Create 3 copies</p> <ul style="list-style-type: none"> ❖ 1 original ❖ 1 back-up original (electronic) ❖ 1 diskette copy stored in different place with appropriate diskette control numbering/ labelling <ul style="list-style-type: none"> • Install security code to the machine(1 master copy and Security Protected) <p>3.2.4.2 Paper Based</p> <ul style="list-style-type: none"> • Documented controller files hard copy of approved current document <p>3.2.4.3 Update the QA Document Status</p> <ul style="list-style-type: none"> • Document controller updates the status of the QA Document record in the electronic and hard copy reports 			

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3.2.5 Disseminates/Publishes new document	Forms	Time Frame	Inputs to Procedure
<p>The DC will</p> <ul style="list-style-type: none"> Disseminate the newly approved QA document Prepare transmitted memo to all concerned offices and process owner Record the distribution list for the issuance of the new document to all concerned offices/person Forward document to all concerned offices/ unit/dept. including the Process Owner Provide electronic copy to the process owner Record and files written acknowledgement receipt form <p>The DC will :</p> <ul style="list-style-type: none"> Publish the new document Publish flyers/ bulletin for announcement of information regarding status/development of QA documents 	Form DM 02/10/10	1 Day	
	Form DM 03/10/02	1 Day	
	Form DM 04/10/02	3 Days	

Stage 2 Updating Documents

3.2.6 Report compliance audit results			
<p>The DC will:</p> <ul style="list-style-type: none"> Prepare reports regarding the audit/monitoring results Inform the process owner on the results of meeting on the procedures <p>The process owner will :</p> <ul style="list-style-type: none"> Comply with the audit findings and submit to DC 	Form DM 01/10/02	3 Days	
3.2.7 Endorses updated document to VSA for signature			
<p>The Document Controller will :</p> <ul style="list-style-type: none"> Check the completeness of the document, footer, forms and related information needed. Recommend agenda for deliberation 		1 Day	

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<p>The IQMRC will :</p> <ul style="list-style-type: none"> Deliberate on changes, affix initials and endorse the approved and updated document to be forwarded to VSA for signature 		2 Days	
3.2.8 Updates Control Number			
<p>The DC will:</p> <ul style="list-style-type: none"> Update the document control number. Refer to Ref. 3.2.3 for assigning control number Verify the document footer information Revise/update the status of record of document in the electronic and hard copy Ensure the security of the master file and two back-up files (hard copy and electronic). Retrieve all old version of documents 	DM – 05/10/02	2 Days	
3.2.9 Disseminates/ Publishes updated document			
<p>The DC will :</p> <ul style="list-style-type: none"> Disseminate the approved and updated QA document Prepare transmittal memo to all concerned offices and process owner Record the distribution list for the issuance of the updated document to all concerned offices/ person Forward document to all concerned offices including the process owner Provide electronic copy to the process owner Record and files written acknowledgement receipt form <p>The DC will :</p> <ul style="list-style-type: none"> Publish the approved and updated document Publish flyers/ bulletin for announcement of information on status and development of QA documents including the updated document 	DM 02/10/02 Form DM 03/10/02	1 Day	

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3.3 Work Instruction

4.0 Forms

DM 01/10/02 – Document Add / Edit Form

DM 02/10/02 - Document Transmittal Form

DM 03/10/02 - Document Control Distribution List

DM 04/10/02 - Publication List

DM 05/10/02 – Retrieve List

5.0 Related Information

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RETRIEVAL LIST OF OLD QA DOCUMENT
TITLE OF DOCUMENT

Copy Number	Title Procedure	Doc. Number	Retrieval Number	Date Retrieved	Released by	Received by

OAIS QA SYSTEM	Document Management for OAIS QA System	Document No. SSSD-002-QAM-02	
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**OAIS
DOCUMENT ADD/EDIT FORM**

Part 1 (To be completed by staff member initiating changes or additions to the systems)

Date:		INITIATED BY :	
ALTERATION EXITING PROCEDURES / FORM /WI		NEW PROCEDURE/FORM/WI	
Information :			
AUTHORIZED BY :			
POSITION:			

Part 1 (To be completed by the Document Controller)

CHANGES COMPLETED AS PER INSTRUCTION:	Tick	DATE:
ONLINES SYSTEM HAS BEEN UP-DATED :	Tick	DATE:
NOTIFICATION TO USER	Tick	DATE:
SIGNED: (Document Controller)		

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OAIS DOCUMENT TRANSMITTAL FORM

Part 1 (To be completed by Document Controller)

Date:		OFFICE/UNIT/DEPT.	
Information :			
AUTHORIZED BY :			
POSITION:			

PART 2 (To be completed by the receiver)

RECEIVED BY :
POSITION :
DATE :

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DOCUMENT CONTROL DISTRIBUTION LIST
TITLE OF DOCUMENT

Copy Number	Distribution List	Doc. Number	Issue Status	Date Issued	Issued by:	Received by:

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PUBLICATION LIST OF QA DOCUMENT

Document Number	Publication	Issue Status	Date Issued	Issued by:	Received by:

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Customer Feedback

Document No. ICB-003-QAM-03

OAIS Policy and Procedures

Customer Feedback Procedures

1.0 Purpose, Scope and Terminology

1.1. Purpose

Customer Feedback is a mechanism that records and resolves issues, inquiry or complaint from customers on specific services provided by OAIS. Information gathered through the customers feedback form will be used to answer customer queries or resolve problems and at the same time serve as input to support the process of improving its services and delivery system. Customer satisfaction shall be the end objective of this

1.2. Scope

The customer feedback process shall include gathering of information that will cover all services provided by OAIS and embraces all forms of feedback or complaints either through telephone, VHF-radio, face-to-face contact, letter, e-mail or information acquired from meetings.

1.3. Terminology

- 1.3.1. *Customer* – refers to an individual or group of persons interested in and recipient of school services. A customer may be classified as internal or external.
- 1.3.2. *Customer Service Officer (CSO)* – refers to person assigned whose responsibility is to receive, record and follow up customer inquiry or complaint.
- 1.3.3. *Customer Feedback Procedures* – refers to an established system that formally records and responds to all queries, feedback or complaints from customers either through telephone, VHF=radio, face-to face contact, letters or formal meetings.
- 1.3.4. *Complaints*- refers to official issues raised against existing systems, procedures or programs/ projects being implemented by the school.
- 1.3.5. *Customer Feedback Committee (CFC)* – is composed of five (5) members from the staff, instructors and personnel inclusive of the appointed Focal Person responsible and accountable for the implementation of the program and projects regarding customer complaint. Further the committee is tasked to review, evaluate and give decision/ recommendation on issues and complaints that are not resolved in the CSO level.
- 1.3.6. *Responsible Person* – refers to individual who is the focal person of the inquiry or is responsible on the subject of complaint/feedback.

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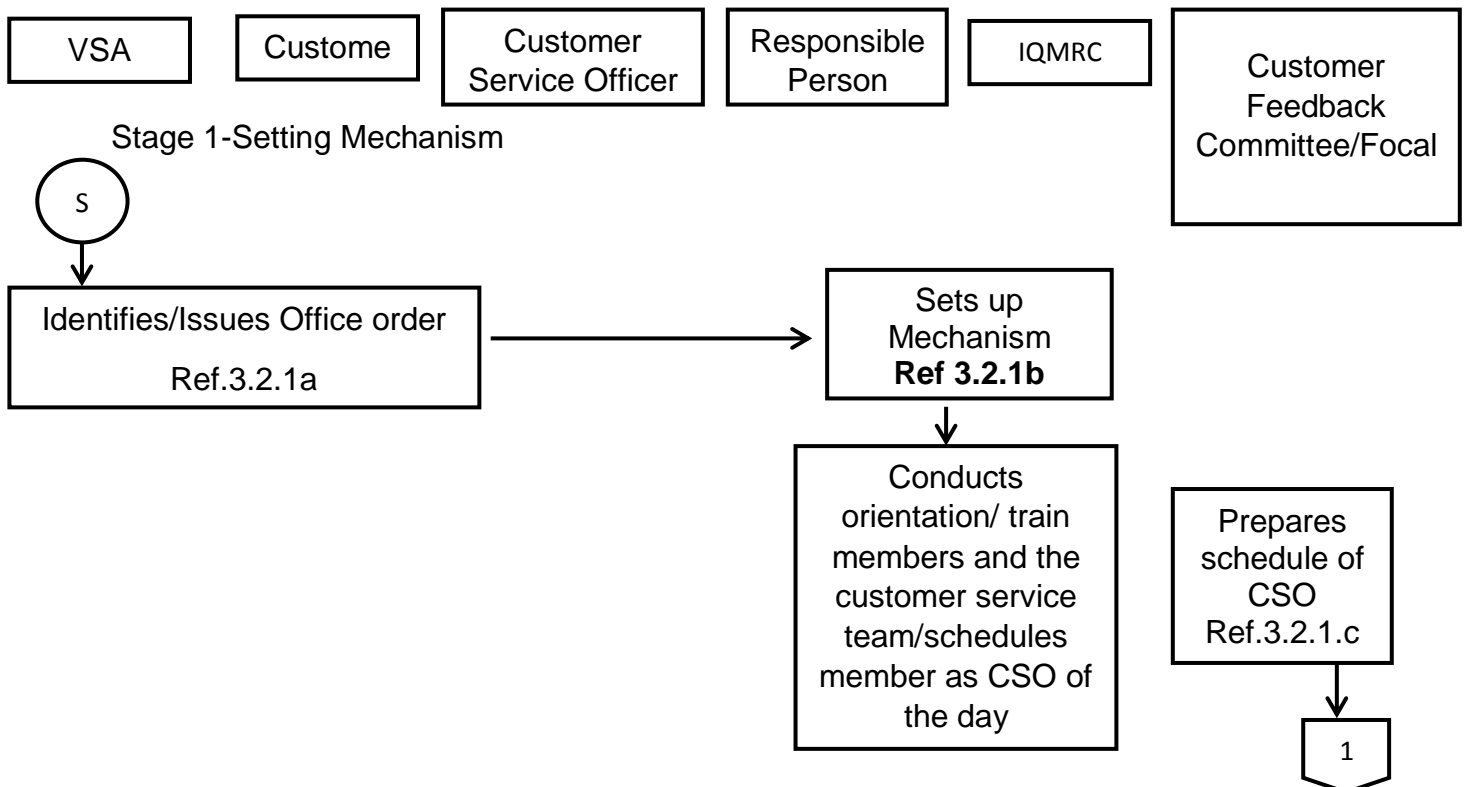
2.0. Responsibility for the Authority and Maintenance of the Procedures

The procedures of formal customer feedback shall be the obligation of the customer feedback committee. This responsibility include, among others, the maintenance and modification of procedures and related methods.

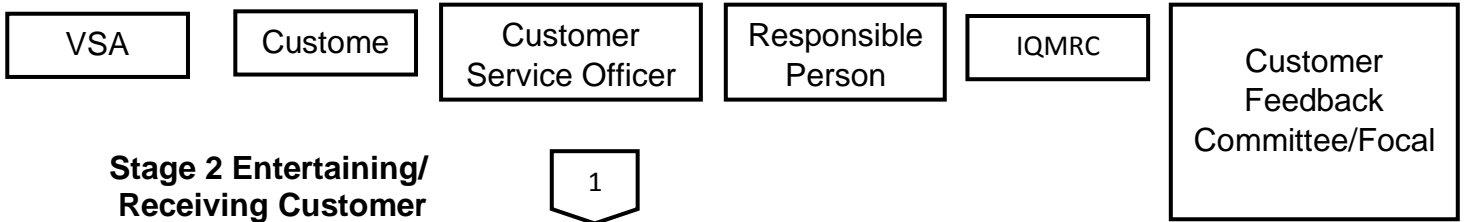
2.1. Responsibility for the implementation of the Customer Feedback Procedure

In any customer relationship process, management support is a vital factor in the overall implementation of the system management therefore should adopt a written policy for customer feedback and specific responsibility on customer relations should be explicitly defined. In this case it is the responsibility of the Customer Service Officer, Customer Feedback Committee and the responsible person to execute the system and resolve issues and problems through an adopted process flow and documentation procedure using the Customer Inquiry and Feedback Form, Customers Feedback Logbook, Customer Complaint Form, Responsible Persons Feedback Form, and Customer Feedback Committee Review and Solution Forms to document the entire process.

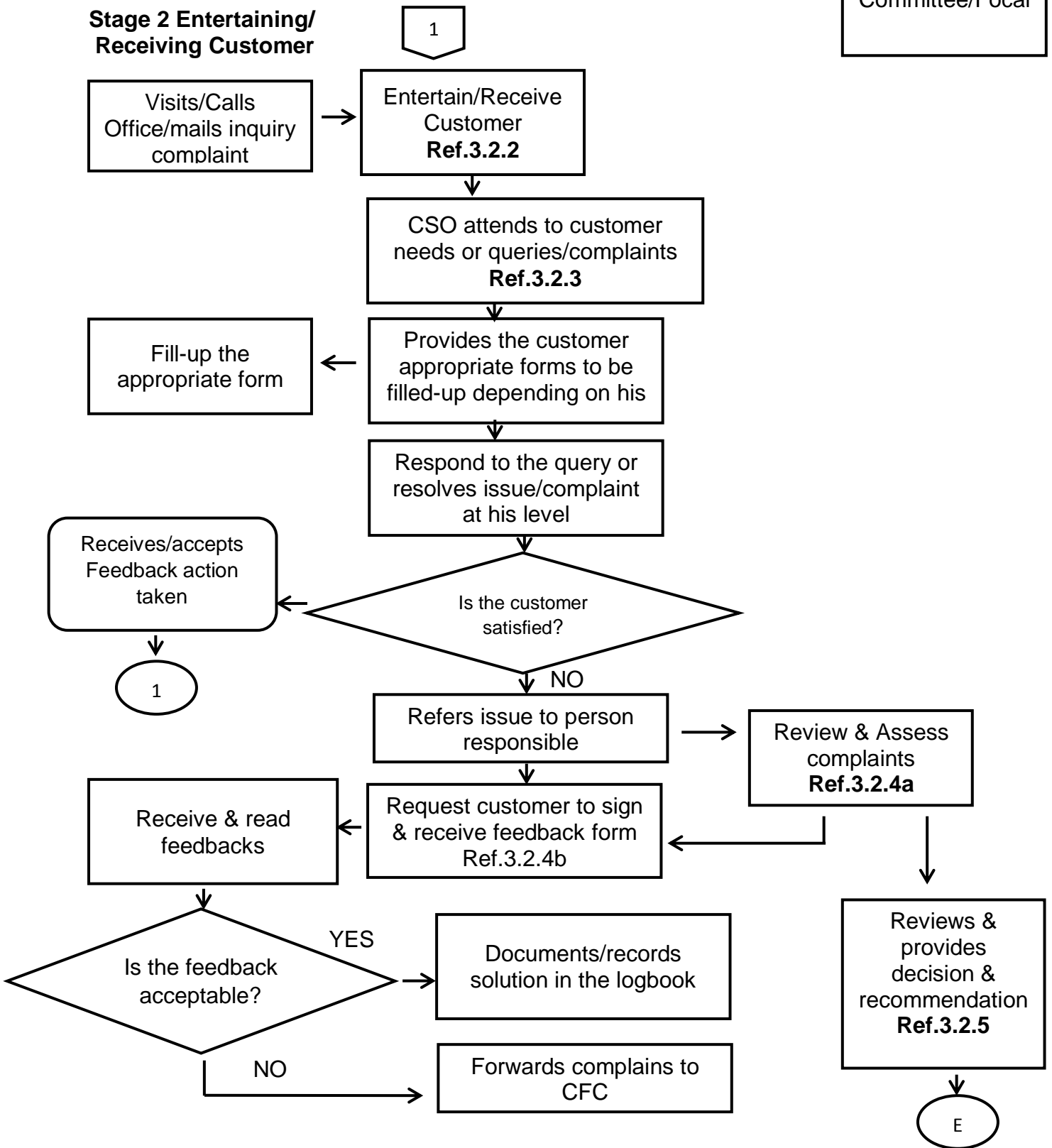
3.0. Procedures Flowchart



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Stage 2 Entertaining/ Receiving Customer



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3.2. Documentation

Stage 1 Setting up Mechanism

3.2.1 Sets Up Mechanism	Forms	Time Frame	Inputs to Procedure
<p>3.2.1a The VSA will :</p> <ul style="list-style-type: none"> Identify/ issue office order to focal person of the Customer Feedback Committee Identify/issue office order to members of the customer feedback committee to implement customer feedback procedure. <p>3.2.1b The IQMRC Focal Person will:</p> <ul style="list-style-type: none"> Conduct the orientation/briefing with concerned staff composing customer Feedback Committee. Train members of the customer Feedback Committee. <p>3.2.1c CF Focal Person will:</p> <ul style="list-style-type: none"> Schedules members of customer's service officer of the day. 			

Stage 2 Entertaining/ Receiving Customer

3.2.2 Entertains/Receives Customer			
<p>Customer Service Officer of the day will:</p> <ul style="list-style-type: none"> Receive document/entertains customers Interview/assess/attends to customer's needs 	CF 01	30 mins.	Document
3.2.3 Attends to customer's needs or queries/ complaints			
<p>CSO will :</p> <ul style="list-style-type: none"> Record inquiry complaint Request customer to sign the appropriate form depending on his/her needs. IF customer wants to inquire let him/her sign the form CF01. If customer wants to file complaint let him fill-up the form CF03 Respond queries or resolve issue at his own level. If resolved provide feedback to customer If unresolved refer issue to responsible person 	<p>CF 01</p> <p>CF 03</p>		

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3.2.4 Reviews and Assesses complaints	Forms	Time Frame	Inputs to Procedure
3.2.4a Responsible Person will: <ul style="list-style-type: none"> • Assess and review details of complaints • Provide recommendations to complaints • Forward results to CSO 	CF 04	1 hr.	
3.2.4b Customer service officer will: <ul style="list-style-type: none"> • Document/Record solutions if feedback is acceptable • If not, forwards to Customer Feedback Committee (CFC) for review and decision/recommendation 	CF 03 CF 05	30 mins.	
3.2.5 Reviews & Provides decisions and recommendation The CFC Focal Person will: <ul style="list-style-type: none"> • Receive complaint/s • Convene CF Committee • Deliberate complain with the committee • Provide CSO with action taken CSO will: <ul style="list-style-type: none"> • Request customer to sign and receive feedback form • Customer receives and read feedbacks 			

3.3 Work Instructions

4.0 Forms

CF 01- Customer Inquiry and Feedback Form

CF 02 - Customer Feedback Logbook

CF 03 - Customer Complaint Form

CF 04 - Responsible Person's Feedback Form
















CF 05 - Customer Feedback Committee Review & Solution Form

3.0 Related Information

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CUSTOMER FEEDBACK FORM

Public Assistance Counter

CUSTOMER FEEDBACK FORM			
			Petsa _____
Pangalan _____	Edad _____	Kasarian	<input type="checkbox"/> Lalaki <input type="checkbox"/> Babae
Tirahan/Tanggapan _____			
Telepono/CP # _____		Email Address _____	
Lagyan ng tsek (/) ang patlang ayon sa antas ng serbisyong iyong natanggap.			
1. Mabilis ang serbisyo	___		 
2. Mahusay na serbisyo	___		___  ___ 
3. Magalang na empleyado	___		___  ___ 
4. Malinis at maayos na tanggapan	___		___  ___ 
5. Kabuuang antas ng kasiyahan sa serbisyong Natanggap	___		___  ___ 
Irerekomenda nyo po ba ang TESDA sa inyong kamag-anak at kaibigan? ___ Oo (Yes) ___ Hindi (No)			
Mahalaga po sa amin ang inyong suhestyon. Pakisulat lamang po sa mga patlang.			
_____ _____ _____			

Lagda			
MARAMING SALAMAT PO!			

Legend:

-  Very Satisfactory
-  Satisfactory
-  Poor

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CUSTOMER FEEDBACK LOGBOOK

Date/Time	Name of Visitor	Address/Tel. No.	Purpose	Responsible Person	Action Taken	Remarks

OAIS QA SYSTEM	Customer Feedback	Document No. ICB-003-QAM-03	
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CUSTOMER COMPLAINT FORM

Mail____ Face-to-face____ Phone____ Email____ VHF-radio____

Name _____

Address: _____ Telephone: _____

Email Address: _____

Complain:

Personal____ Business____ Others____

Content:

Signature of Complainant

Signature of CSO
Date: _____

Action Taken/CFC

CF Committee Signature:

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CUSTOMER FEEDBACK FORM
Public Assistance Counter

FOR OAIS USE

Control No. _____

SERVICES RENDERED

- Assessment and Certification IGP Training
- Competency Assessment Poultry Project Regular
- Others Swine Project Scholarship
- Agricultural Crops Project Others
- Food Processing Project

- Others Admin

ACTION TAKEN:

- Referred to _____
- Specify Action of Concerned Office/Focal Person

Printed Name and Signature

Customer Service Officer / Officer of the day

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CFC REVIEW AND SOLUTION FORM

Mail____ Face-to-face____ Phone____ Email____ VHF-radio____

Complaint No. _____ Date Received: _____

Complainant: _____

Action Taken:

Recommendation/Suggestion:

Signature of Customer Feedback Focal

Date: _____

Conforme:

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Monitoring Procedure

Document No. DIS-004-QAM-04

OAIS Policy and Procedures

Monitoring Procedures

1.0 Purpose, Scope and Terminology

1.1. Purpose

This component is focused on the needs of the customers (internal and external) through the conduct of customer surveys and in monitoring Quality Assurance procedures for the purpose of continuous improvement of the QA system.

1.2. Scope

The procedures cover wider and specific segments of OAIS customers and stakeholders which starts from identifying the needs of the customers and respondents, constructing the survey of monitoring instruments /tools and analyzing and reporting the findings to the IQMRC with the end in view of satisfying the customer Vis-a- Vis programs and services.

1.3. Terminology

1.3.1. Monitoring – refers to the process of gathering and analyzing information through the customer’s surveys and other monitoring instruments which will serve as inputs to continuously improve the services of the institution. It is also the process of keeping track of data relating to performance against standard procedures and targets through surveys and monitoring at the school level.

1.3.2. Monitoring tools – refer to the survey instruments specifically designed to gather needed data from the respondents being monitored

1.3.3. Monitoring Focal – refers to a person in charge in keeping track of data relating to the performance against schools standard policies and procedures

1.3.4. Monitoring Committee – a composite team responsible in designing monitoring tools & analyzing results of all related performance of the school against standard policies and procedures.

1.3.5. Research Unit –a unit under the supervision of the monitoring committee that is responsible in designing research, tools, conducting and analyzing data on the specific area to be researched

1.3.6. Research Unit Focal – a person in charge of the research unit in facilitating and retrieving research tools for analysis.

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1.3.7. *Respondents* – a person or a group of person that is being monitored either external or internal

1.3.8. *Institutional Quality Management Review Committee (IQMRC)* – a key decision making body on all quality directions in O AIS which authorized all institutional quality policy and initiatives.

1.3.9. *Quality Assurance Manager (QAM)* – refers to the person responsible in establishing QA system of the school and in monitoring the implementation of QA policies and procedures under the QA system.

1.3.10 *Document Controller (DC)* – person in –charge of maintaining and securing the documentation of the IQA system.

2.0 Responsibility

2.1 Responsibility for the Authority and Maintenance of the Procedures

The IQMRC has the responsibility for the maintenance and review of the documented procedures. The monitoring committee and the monitoring committee focal shall give feedback to the IQMRC on matters concerning data, collection, approaches, focus and result of the study

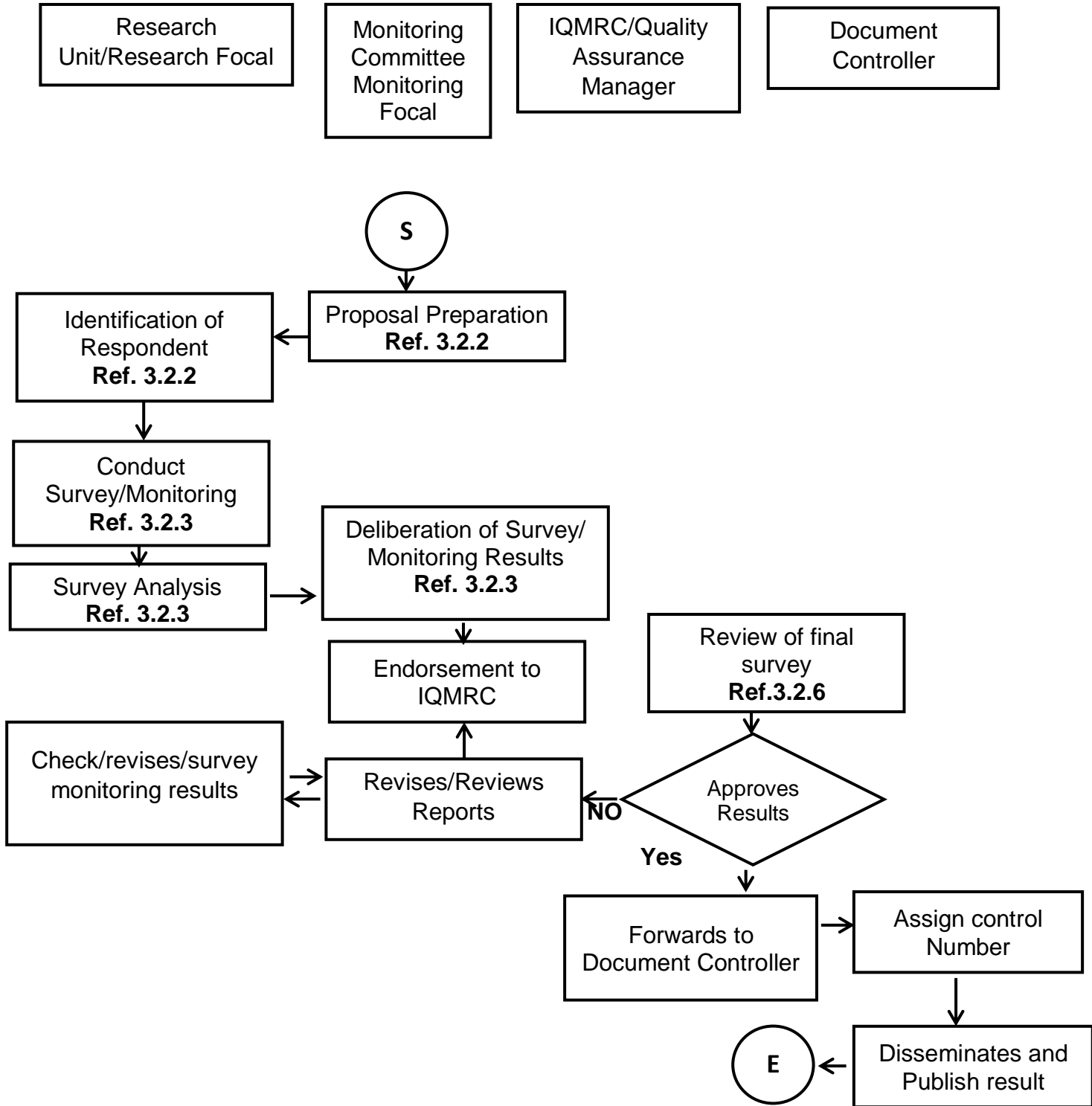
2.2 Responsibility For the Implementation of the monitoring Procedures

The monitoring function shall be the responsibility of the monitoring committee focal and the research unit focal.

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3.0 Procedures

3.1 Flowchart



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3.2 Documentation

3.2.1 Proposal Preparation	Forms	Time Frame	Inputs to Procedure
Monitoring Committee will: <ul style="list-style-type: none"> • Determine program or procedure to be monitored • Specify scope of areas to be monitored • Prepare proposal to capture scope and areas to be monitored/ survey including schedule and resources needed 		1 Day	
3.2.2 Identification of Respondent			
Research unit will: <ul style="list-style-type: none"> • Identify target respondents and sampling method • Determine survey method/ develop monitoring tools • Prepare survey instruments or monitoring tools • Prepare survey plan and method of analysis • Implement the survey and document the survey results 			
3.2.3 Conduct Survey/ monitoring			
Research unit focal will: <ul style="list-style-type: none"> • Identify the staff to be involved • Orient staff in the conduct of the survey / monitoring • Field survey instruments / monitoring tools • Retrieve survey / monitoring instruments 	Mon Form -01 Mon Form-02	1 Day 5 mons.	
3.2.4 Survey Analysis			
Research unit will: <ul style="list-style-type: none"> • Tabulate survey results • Interpret survey results using statistical analysis • Prepare written analysis • Draw out conclusions for further improvements • Submit survey reports to the monitoring committee for deliberation 		3 weeks	

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3.2.5 Survey Results Deliberation	Forms	Time Frame	Inputs to Procedure
Monitoring committee and monitoring focal will : <ul style="list-style-type: none"> • Deliberate the written report of the Research unit • Identify vital results of the research • Draw out conclusion for further improvement • Indorse survey/ monitoring reports to IQMRC for final review 		1 Day	
3.2.6 Final Review of Survey Results			
The IQMRC and Quality assurance Manager will: <ul style="list-style-type: none"> • Review results of the survey • Forward to DC for document control if found acceptable • If not acceptable, forward to Research Unit and Monitoring Unity for Revision The Document controller will: <ul style="list-style-type: none"> • Assign control number • Disseminate/ Publish results 		1 Day	

3.3 Work Instructions

4.0 Forms

Mon Form – 01 – Survey on Curriculum implementation

Mon Form – 02 – Graduates Placement Monitoring

4.0 Related Information

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SURVEY ON CURRICULUM IMPLEMENTATION

Name of Respondent: _____ **Gender:** _____

Course: _____ **Year Level:** _____

Address: _____

Direction: Please provide us you feedback regarding curriculum Implementation by putting a check mark on the rating scales below

Part 1. Instruction:

- Delivery of Instruction not clear clear very clear
- Type of Module self contained resource
- Content of module unsubstantial substantial
- Copies of learning instrument (module) unsubstantial substantial
- methods of teaching modular method traditional method

Part 2. Classroom and learning station management

- Is the classroom well-ventilated No Yes
- Is there enough chairs No Yes
- Is the room well-lighted No Yes
- Is there adequate tools and & equipments in the learning station No Yes
- Is the learning station always sanitize No Yes
- Is the process of instruction systematic No Yes
- Are the tools and equipments conforms to standard No Yes

Part 3. Administrative Management

- Is the administration supportive to the program in terms of supplies Not Sometimes supportive very supportive
- Are the facilitator/Instructor supportive to the learners Not Sometimes supportive very supportive

Part 4. Other Comments

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GRADUATES PLACEMENT MONITORING FORM

Please Print

Name _____ Age _____ Sex _____ Civil Status _____
Last First Middle

Address: _____

Course Taken _____

School / Training (check appropriate box)

- | | | | |
|--------|--|------------|---|
| Formal | <input type="checkbox"/> 1-year course | Non formal | <input type="checkbox"/> Basic |
| | <input type="checkbox"/> 2-year course | | <input type="checkbox"/> Upgrading |
| | <input type="checkbox"/> 3-year course | | <input type="checkbox"/> other, specify |

Highest Grade Completed: _____

Occupational before training: _____

Employment status after finishing course? _____

1. What did you do after finishing course? _____
2. How long did it take you to look for work? _____
3. What is your present occupational/job? _____
4. What are your major duties/responsibilities? _____

5. How useful was your training to your present job? Very useful sometime useful
 Not useful Why? _____

6. What is the nature of your employment?

Wage Employed _____ Please Specify (check below)

- Regular Probational Casual Contractual Piece Rate

7. What is the name and address of your company/work place? _____

8. When did you start working? _____

9. How much are you earning a month? (Cash and non-cash) _____

10. If graduate of previous years, please indicate your history of employment from date of graduation:

Nature of Employment	Job Title / Position	Name of Employer	Place of Employment	Inclusive Date of Employment

Other Important Information:

1. Are you unemployed / jobless now? Yes Since when? _____
2. How long have you been looking for work? _____ Year/s _____ month/s _____ week/s
3. What was the reason why you did not get a job? _____
4. Did you take the competency assessment/trade test after graduation? Yes No If no, Why _____
 If Yes, what is the result? Passed Failed
- Did you retake? Yes Result: Passed Failed If no, Why _____
5. Do you need additional training? Yes No
 If yeas, what skills/ course/trade area? _____

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Internal Quality Audit

Document No. SSSD-005-QAM-05

OAIS Policy and Procedure

The Internal Quality Audit Procedure

1.0 Purpose Scope and Terminology

1.1. Purpose

The internal audit procedure aims to provide a system and instruction to assign responsibilities for conducting internal audits. The internal audit is a management tool for independent assessment of any designated process/ procedure or activity. It is meant to assess the strengths and weaknesses of the quality systems and determine possible areas for improvement.

1.2. Scope

The procedure covers all operating units of OAIS and applies to all functions and core businesses of the school.

1.3. Terminology

1.3.1. Internal Audit – refers to the process to review the practice against documented procedures.

1.3.2. Audit plan – refers to a written plan prepared prior to the conduct of audit which details activities such as where to go, what to do, when to do it, whom to see.

1.3.3. Auditee – refers to the area / s or person/s to be audited

1.3.4. Auditor / Audit Team – refers to the person/s qualified and authorized to conduct an audit

1.3.5. Audit Report – contains observations and findings during of the audit that are meant to improve the system.

1.3.6. Findings/ Area for improvement – relates to the absence, breakdown or failure of a procedure / process to meet the requirements of the system.

1.3.7. Proposed Corrective Actions – are statements of immediate remedial actions to the findings to meet the requirements of the system.

1.3.8. Observations – are statements of facts of practices and behaviours that are being adopted by the auditee that are outside of the prescribed procedures. Observations maybe strength/s or weakness/es

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- 1.3.9 *High Risk non-compliance*– refers to the finding/area for improvement that adversely affect the outcomes of the procedures
- 1.3.10 *low risk non-compliance* – refers to finding/ area for improvement that has minimal impact on the outcomes of the procedures
- 1.3.11 *Categories of high risk or low risk non- compliance* are listed in the Compliance Audit procedures for Program Registration and Competency Assessment and Certification
- 1.3.12 *Vocational School Administrator (VSA)* – the person who will review and approve class schedules prepared by the VIS.
- 1.3.13 *Lead Auditor* – refers to the person in command to the audit team. He is also responsible in facilitating meetings with the team and conduct review and approval of audit team findings.
- 1.3.14 *Institutional Quality Management Review Committee (IQMRC)* - a key decision making body on all quality directions in OAIS which authorizes all institutional quality policy and initiatives.

2.0 . Responsibility

2.1. Responsibility for the Maintenance and Review of Internal Audit

2.2. Responsibility for the implementation of the Internal Audit

The internal Audit Team is responsible for the implementation of the internal audit procedures. The IQMRC shall analyze internal audit report. Auditee shall make corrective actions on areas that need to be improved within a given time frame. QAM shall follow-up and order the monitoring of progress of corrective actions, and ensure that corrective actions are accomplished within the given time

2.3. Frequency of Audit

Internal quality audit will be conducted semi-annually. However, unscheduled audit may be conducted when some problems arise which may require immediate investigation such as:

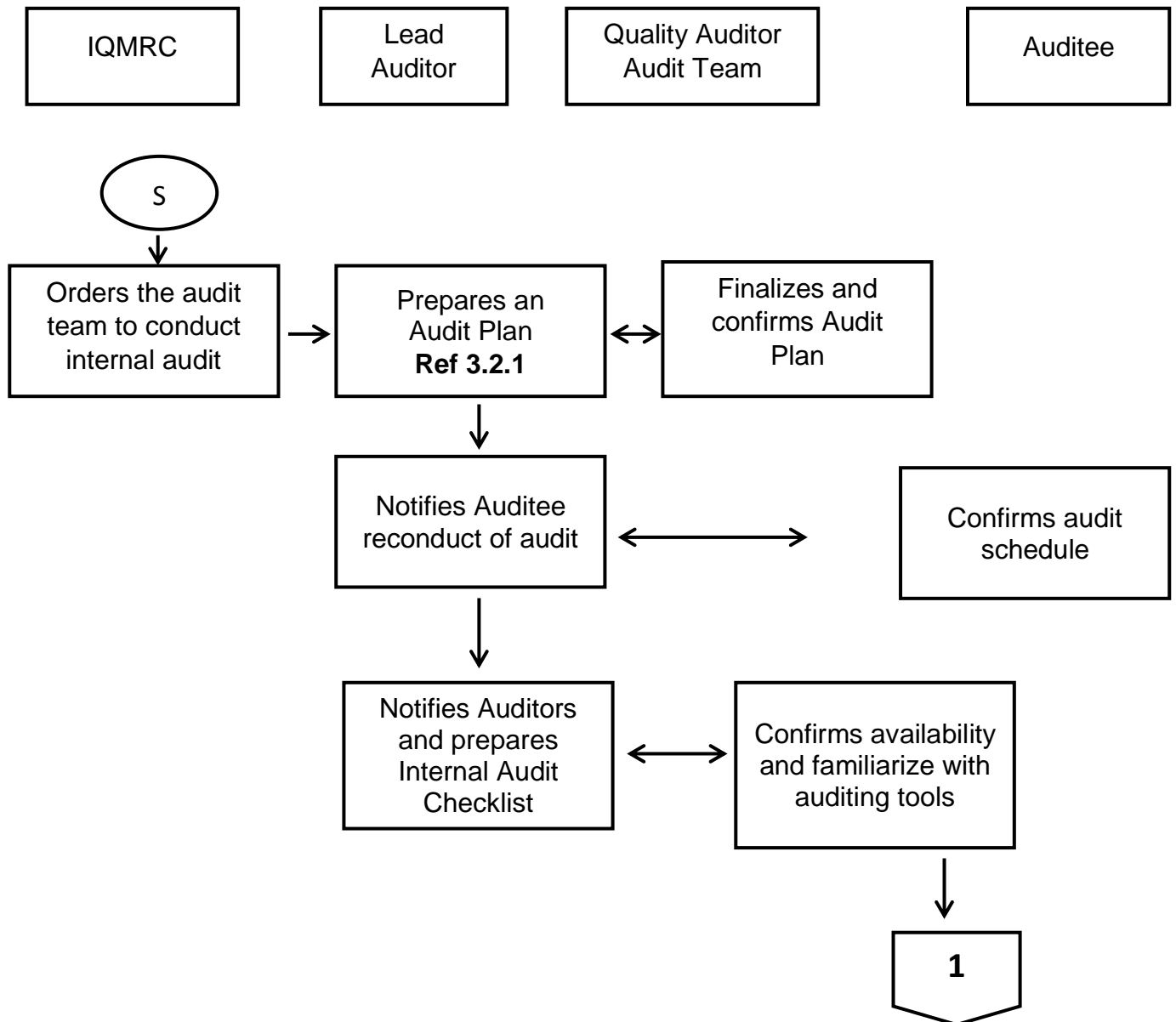
- a. Customer complaints
- b. Recurring quality problems
- c. High/ Unreasonable cost

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3.0 Procedure

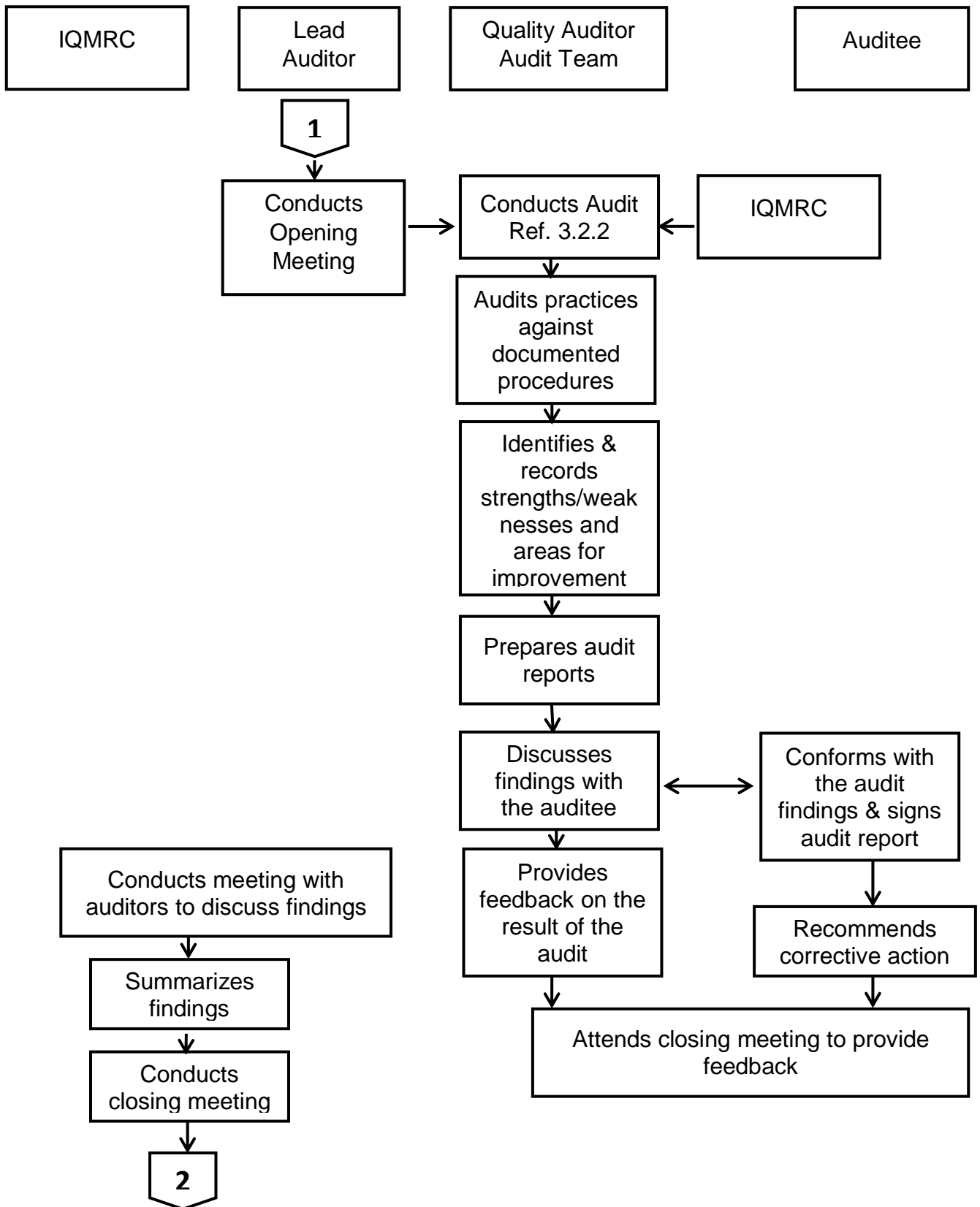
3.1 Flowchart

Stage 1. Pre- Audit Activities



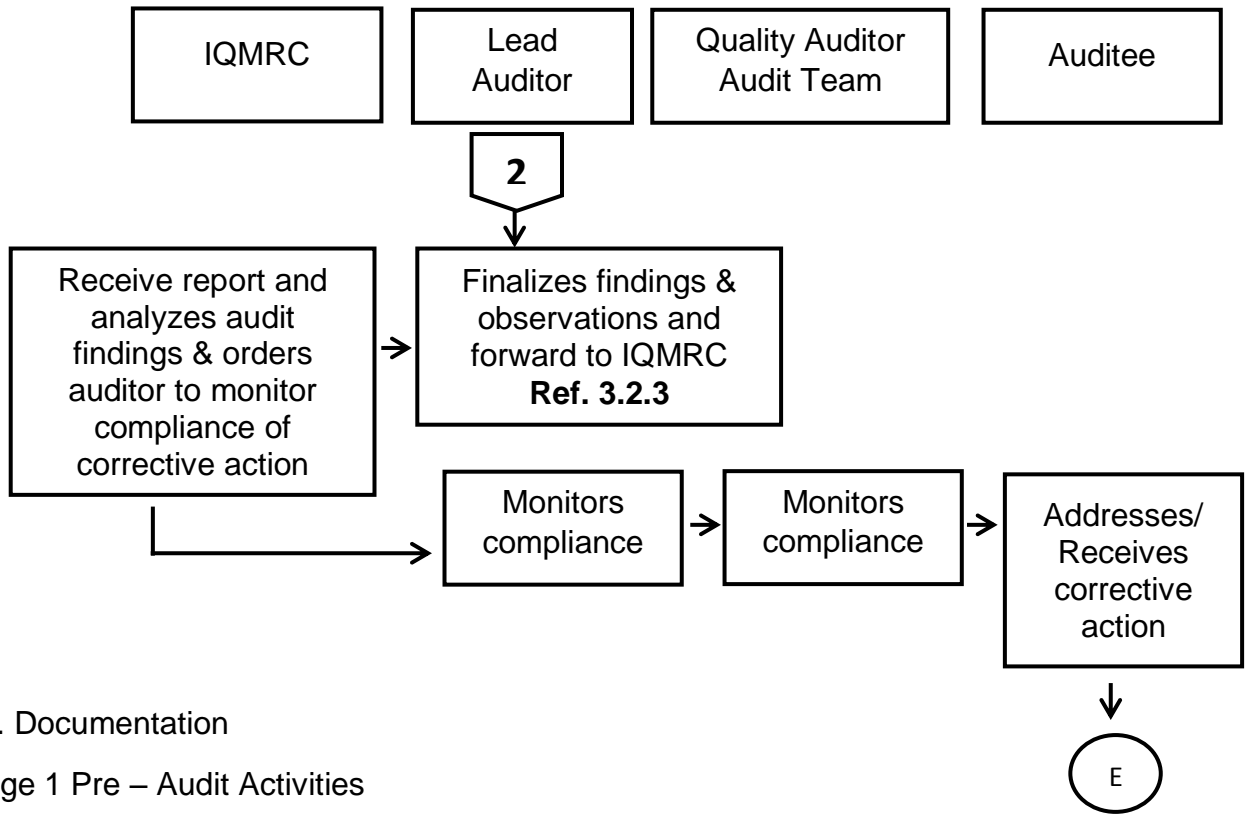
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Stage 2 Performs Audit



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Stage 3 – Post Audit Activities



3.2. Documentation

Stage 1 Pre – Audit Activities

3.2.1 Prepares an Audit Plan	Forms	Time Frame	Inputs to Procedure
<p>The institutional Management Review Committee (IQMRC) will :</p> <ul style="list-style-type: none"> ▪ Order to audit team to conduct internal audit on identified area/s <p>The Lead Auditor will :</p> <ul style="list-style-type: none"> ▪ Prepare Audit Plan ➢ Determine the areas to be audited, schedule & availability of auditors ➢ Prepares an audit plan based on the above ➢ Send draft copies to auditors for review ➢ Finalize audit plan based on feedback of auditors <p>Note :</p> <p>Unscheduled audits will be performed when the Institution Management Review Committee senses the practice deviates from the documentation.</p>	IQA 01	1 Day	Office Memo will be issued by the VSA to the Internal Audit Team

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3.2.1 Pre- Audit Activities	Forms	Time Frame	Inputs to Procedure
<p>The Lead Auditor will :</p> <ul style="list-style-type: none"> ▪ Notify & confirm auditee schedule and areas to be audited ▪ Notify & confirm auditor's availability, schedule, areas/s, location etc. ▪ Prepare Internal Audit checklist <p>The auditee will:</p> <ul style="list-style-type: none"> ▪ Confirm audit schedule & availability <p>The Auditors/ audit team will:</p> <ul style="list-style-type: none"> ▪ Confirm availability ▪ Familiarize with auditing tools 	IQA 02		

Stage 2 Performs Audit

3.2.2 Conduct Audit	Forms	Time Frame	Inputs to Procedure
<p>The Audit Team will:</p> <ul style="list-style-type: none"> ▪ Come to the auditee place at the same time ▪ Meet with the head of the concerned division ▪ Meet with the auditees for preliminary discussion <p>The Lead Auditor Will:</p> <ul style="list-style-type: none"> ▪ Conduct an opening meeting ▪ Discuss the procedure for the area being audited ▪ Note any concerns with the procedures ▪ Identify areas to be audited and the time frame ▪ Present audit plan for comments/ confirmation of all concerned <p>The Auditors conducts audit will:</p> <ul style="list-style-type: none"> ▪ Ask questions & conducting interviews ▪ Refer to support documents ▪ Audit practices against documented procedure ▪ Record observations, and information gathered ▪ Identify strengths and weaknesses ▪ Analyze information, documents and identify areas for improvement ▪ Prepare audit report 	IQA 02		Meeting with auditees
	IQA 03	1 Day	Conducting interviews with auditees
			Recording observation

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3.2.2 Conducts the Audit	Forms	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ Discuss findings with the auditee and ensure that auditee conforms with the finding <p>The auditees shall:</p> <ul style="list-style-type: none"> ▪ Sign the audit report <p>To the end the audit, Auditors shall thank the Auditee for support and cooperation.</p> <p>Lead Auditor shall have a concluding or closing meeting of all the auditors and the auditees to summarize audit findings taking into account the high and low risk non compliance</p> <ul style="list-style-type: none"> ▪ Give summary of the findings [of the audit: <ul style="list-style-type: none"> ○ Identify strengths & weaknesses ○ Identify areas for improvement and agreed time frame of compliance <p>Submit report signed by the auditee and head of the departments where audit is conducted</p>			

Stage 3 Post Audit Activities

3.2.3 Finalizes Findings & Observations	Forms	Time Frame	Inputs to Procedure
<p>Auditors involved in the audit shall:</p> <ul style="list-style-type: none"> ▪ Submit individual audit report sheets to the Lead Auditor <p>Lead Auditor will:</p> <ul style="list-style-type: none"> ▪ Summarize audit findings & observations ▪ Prepare & submit summary internal audit report to IQMRC <p>IQMRC will:</p> <ul style="list-style-type: none"> ▪ Receive reports and analyze findings ▪ Order auditors to monitor compliance of audit findings/corrective actions <p>Lead Auditor/ Auditing Team will:</p> <ul style="list-style-type: none"> ▪ Monitor compliance of corrective actions <p>Auditees will:</p> <ul style="list-style-type: none"> ▪ Addresses/resolved corrective actions 	<p>IQA 04</p> <p>IQA03</p>	<p>1 Day</p>	<p>Submitting reports to VSA</p>

<p>OAIS QA SYSTEM</p>	<p>Internal Quality Audit Procedure</p>	<p>Document No. SSSD-005-QAM-05</p>	
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3.2 Work Instructions

4.0 Forms

1. IQA 01 – Audit Plan
2. IQA02 – Sample Internal Audit Checklist
3. IQA 03 – Internal Quality Audit Report
4. IQA 04 – Summary of Audit Report

5.0 Related Information

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AUDIT PLAN

Objective: _____

Location: _____

Date: _____

AREAS TO BE AUDITED/ TIME	OFFICE/PERSON CONCERNED	REMARKS

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INTERNAL QUALITY AUDIT CHECKLIST

ACTIVITY	SUB-ACTIVITIES	DOCUMENTS NEEDED
Opening Meeting	<ul style="list-style-type: none"> ➤ Set the scene ➤ Explain objective ➤ Confirm audit scope ➤ Confirm Time 	Audit Plan
Conduct Audit	Prepare Guide Questions	Quality Manual Procedures Manual Work Instructions Audit Procedure
Closing Meeting	<ul style="list-style-type: none"> ➤ Thank Auditee ➤ Summarize Positive aspects ➤ Deficiencies (general) ➤ Indicate whether report will be received ➤ Have outcome signed 	Summary Report Form Non- Conformance/ Corrective Action Report Form

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INTERNAL QUALITY AUDIT REPORT

- I. NAME OF OFFICE _____
- II. ADDRESS _____
- III. NAME OF AUDITEE _____
- IV. DESIGNATION _____
- V. DIVISION _____
- VI. DATE OF AUDIT _____
- VII. SUBJECT OF AUDIT _____
- VIII. OBJECTIVES OF T
AUDIT _____
- IX. DOCUMENT AUDIT
CONDUCTED
AGAINST _____
- X. FINDINGS _____

Areas for Improvement

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Form IQA 03 (Continued)

XI. PROPOSED CORRECTIVE ACTIONS (INCLUDING TIME SCALES PER AREA OF IMPROVEMENT)

XII. Observations

Strengths/s	Weakness/es

Conformed:

Prepared by:

Signature over Printed Name
(Auditee)

Signature over Printed Name
(Head of Area Audit)

Signature over Printed
(Auditor)

Title/Designation

Title/Designation

Date

Date

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SUMMARY OF AUDIT REPORTS

Location of Audit: _____
 Components Audited: _____
 Date of Audit: _____
 Auditees: _____
 Auditors: _____

Component	Findings	Correction Action	Date to be complied	Observations

Prepared by :

 Lead Auditor

 Auditor

 Date

 Auditor

 Date

 Auditor

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Four (4) Operational Areas



Curriculum Development, Design & Review

Document No. STP-006 –CRD -01

OAIS Policies and Procedures

Procedures on Curriculum Development, Design and Review

1.0. Purpose, Scope and Terminology

1.1. Purpose

The purpose of this procedure is to document the Competency Based Curriculum (CBC) designing, developing, and reviewing of CBC materials with competency standards nationally indorsed for use in the field. It is expected that this procedure is applied in Oroquieta Agro-Industrial School.

1.2. Scope

The CBC procedures will cover all the steps in designing, developing and reviewing CBC materials that are prepared and intended to form part of the QA system.

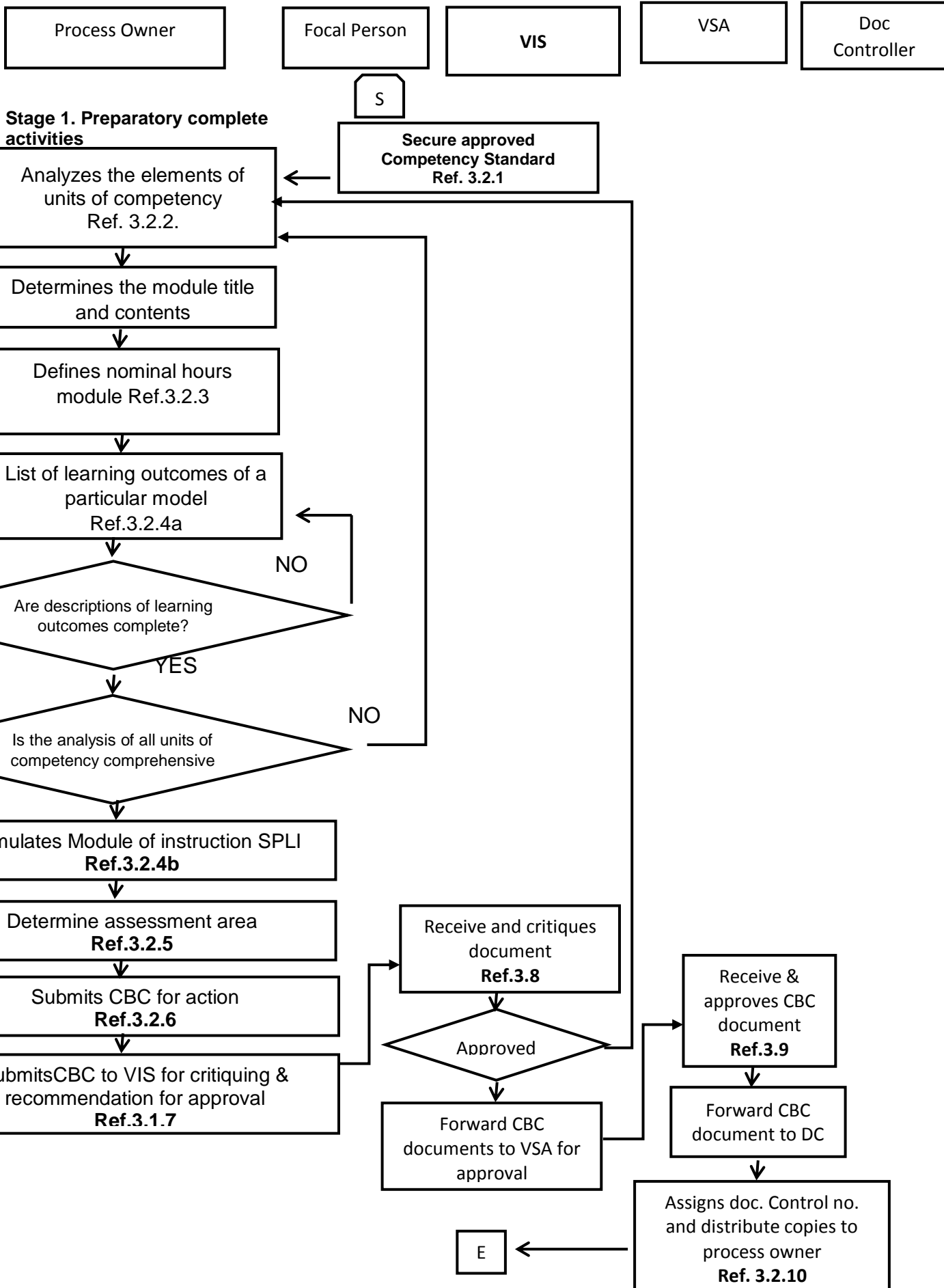
1.3. Terminology

- 1.3.1. *Process Owner (PO)* – group of experts or an individual who are competent in CBC development per field of specialization or job area.
- 1.3.2. *Focal Person* – a person who is trained in CBC development not necessarily an expert but act as facilitator.
- 1.3.3. *Vocational Instructional Supervisor (VIS)* – the immediate supervisor of the instructor who is responsible in reviewing and critiquing CBC document and forwards the document to VSA for approval.
- 1.3.4. *Vocational School Administrator (VSA)* – head of the school who will approve the reviewed and developed CBC documents.
- 1.3.5. *Document Controller (DC)* – refers to the person in charge of maintaining and securing the documents
- 1.3.6. *Competency Standards (CS)* – a written specification of the knowledge, skills and attitudes required for the performance of a job or occupation or trade corresponding to the standard of performance required in the workplace.
- 1.3.7. *Competency Based Curriculum (CBC)* –specification for a course or subject which a student undergoes based on the knowledge, skills and attitudes identified from and closely linked to the competency standards.
- 1.3.8. *Course Title* – reflects the industry (occupation) title this course has been designed to meet, reflecting employment needs as outlined in the competency standard.

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3.0 Procedures

3.1 Flowchart



3.2. Documentation

Stage I Preparatory Activities

3.2.1 Secures Approved Competency Standards	Forms	Time Frame	Inputs to Procedure
The focal Person will: <ul style="list-style-type: none"> • Secure approved CS Provide CS to process owner			
3.2.2. Analyzes the Elements of Units of Competency			
The process owner will : <ul style="list-style-type: none"> • Analyze the elements of unit of competency <ul style="list-style-type: none"> ○ Will it provide employment ○ Opportunities ○ It is employable? ○ It is certifiable? ○ Can it result into a product, service or decision? • Determine and identifies the different module titles 			
3.2.3 Defines Nominal Hours / Module Title			
The process owner will: <ul style="list-style-type: none"> • Allocate estimated number of hours / duration to accomplish each of the learning outcome under a particular module • Add the learning outcomes duration and place the subtotal under the particular module • Review and revises the duration when necessary 		1 hour	Module Title
3.2.4a List all learning Outcomes under each module			
The Process Owner will: <ul style="list-style-type: none"> • Learning outcomes must describe a discrete element the learner should be able to do in the workplace • Review and revise when it necessary 		2 hours	Competency Standard “elements of competency of the particular unit of competency

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Stage 2 Preparation Proper

3.2.4b Formulates module of Instruction/SPLI based on learning outcome under each module	Forms	Time Frame	Inputs to Procedure
The Process owner will: <ul style="list-style-type: none"> • Specify assessment criteria by which the achievement of the learning outcome will be judged. • Specify the conditions under which the learning and assessment will take place. • Specify the method of assessing the learning outcome. Identify whether the assessment will be : <ul style="list-style-type: none"> ○ Supervised or unsupervised ○ Computer or paper based ○ Oral and/ or oral 	CDDR Form 03 CCDR Form 04	5 Days	
3.2.5 Determines Assessment Area			
The Process Owner will: <ul style="list-style-type: none"> • Determine where the assessment will take place according to the requisite identified in item 3.2.4a-b 		1 hour	Competency standard of the particular unit of competency under the title performance criteria evidence guide

Stage 3 Submission of CBC Document

3.2.6 Submits CBC for action	Forms	Time Frame	Inputs to Procedure
The process owner will: <ul style="list-style-type: none"> • Submit the whole package of CBC documents to VIS for critiquing and for recommending approval 			
3.2.8 Receive & Critiques document			
Vocational Instruction Supervisor will: <ul style="list-style-type: none"> • Critique the CBC document • Return the CBC document to PO for revision, if disapproved • Forward the CBC document to VSA, if approved 		5 days	

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3.2.9 Receives and Approves CBC document	Forms	Time Frame	Inputs to Procedure
Vocational School Administrator will: <ul style="list-style-type: none"> • Reviews and approves the CBC document • Forwards the CBC document to DC 		1 Day	
3.2.10 Assigns Document Control Number			
Document Controller will: <ul style="list-style-type: none"> • Assigns document control number • Distributes of copies to person concerned 			

3.3. Work Instructions

4.0. Forms

CDDR Form 01 – Course Design Template

CDDR Form 02 – Course Structure

CDDR Form 03 – Module of Instruction/ Training Template

CDDR Form 04 – Self- Paced Learning Instruments

5.0. Related Information

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OROQUIETA AGRO-INDUSTRIAL SCHOOL
Purok 3, Villaflor, Oroquieta Cty

COURSE DESIGN TEMPLATE

Course Title

Nominal Duration of the course

Qualification Level

Unit of Competency

Course Description

Course Outcomes

Entry Requirement

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Course Structure

Unit of Competency	Module Title	Module Content	Nominal Duration

Competency Analysis

Units of Competency	Module			OJT

Assessment

Methodology

Resources

Qualification of Instructors

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OROQUIETA AGRO-INDUSTRIAL SCHOOL
Purok 3, Villaflor, Oroquieta Cty

Module of Instruction/ Training Template

Course Title

Level of Certification

Module Title

Nominal Duration

Learning Outcomes

Assessment Criteria

Conditions

Assessment Method

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SELF – PACED LEARNING INSTRUMENTS (SPLI)

Course: _____

Qualification: _____

Unit Competency: _____

Module Title: _____

Learning Outcome:

- 1.
- 2.
- 3.
- 4.

Learning Resources

- _____
- _____
- _____
- _____

Learning Activities

Reporting:

Assessment:

O AIS QA SYSTEM	Procedure on Curriculum Development, Design and Review	Document No. STP-006-CRD-01	
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Instructional Planning & Delivery

Document No. STP -007-MOD-01

O AIS Policy and Procedures

Instructional planning and Delivery

1.0. Purpose, Scope & Terminology

1.1. Purpose

The purpose of this procedure is to document proper instructional planning for the effective delivery of training to ensure that trainees/students gain knowledge, employable skills and right attitudes. The instructor is guided in setting directions for developing the appropriate contextual learning matrix, self –paced learning instruments (SPLI) and assessment tools to facilitate learning and conduct of learner’s assessment.

1.2. Scope

The procedure covers the development and approval of contextual learning matrix, SPLI and assessment tools by the VIS and submission of the same documents to the controller.

1.3. Terminology

- 1.3.1. Vocational Instruction Supervisor (VIS)- who is the immediate supervisor of the instructor
- 1.3.2. Instructors – persons responsible in the preparation of contextual learning matrix, self-paced learning instruments and assessment tools based on the identified competencies
- 1.3.3. Contextual learning Matrix – refers to the instructional plan covering Technology, Mathematics, Science and Communications aspects of the task (Competency) being learned.
- 1.3.4. Self-Paced Learning Instruments (SPLI) – is a teaching method designed and implemented using modules identified in the DAC Curriculum. Learning is complete when learner can demonstrate competency, is not time bound.
- 1.3.5. Assessment Tools – consist of evidence guide sheet, observation and questioning check list, test papers, student record sheets which are used by instructors in gathering evidences to determine whether learners have completed the required academic requirements or not.

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		Issued by : JET	Date :12-5-19
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- 1.3.6. Document Controller – person in-charge in maintaining, securing and disseminating the document
- 1.3.7. Learners – one who undergoes educational training aiming to possess and enhance inherent capabilities, skills, knowledge or competencies?
- 1.3.8. Competency Standards – a written specification of the knowledge, skills and attitudes required for the performance of a job or occupation or trade corresponding to the standard of performance required in the workplace.

2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the procedures

The Vocational Instruction Supervisor (VIS) is responsible to ensure that this procedure is maintained at the school level.

2.2. Responsibility for the Implementation of the Procedures

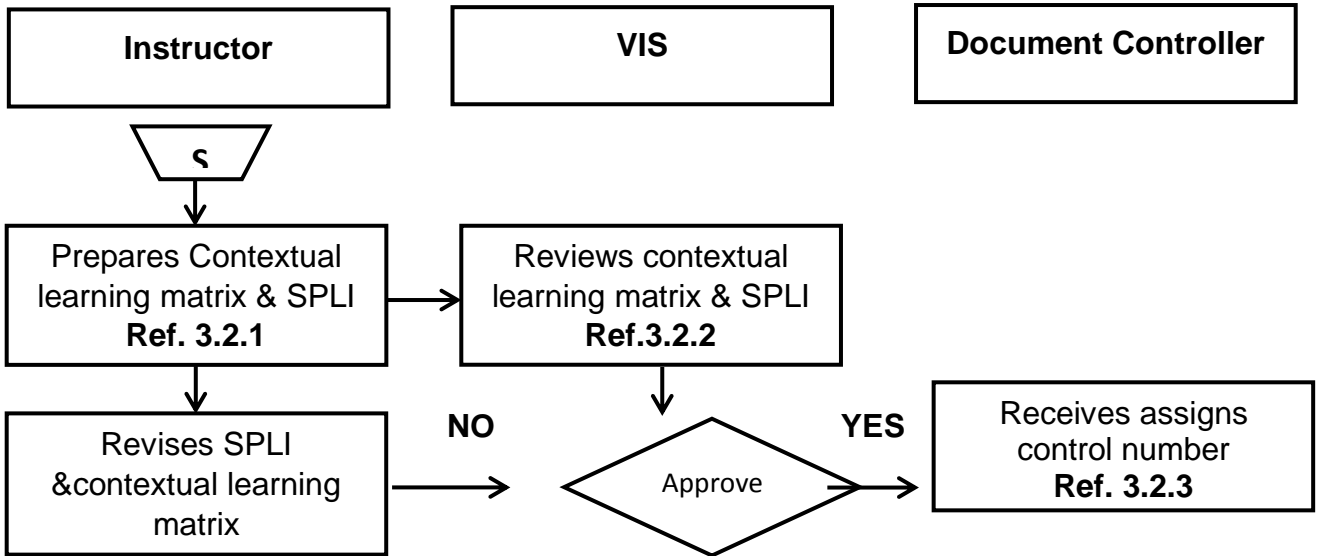
The instructors, through the supervision of the VIS, is responsible for the preparation, production of copies and safekeeping of the document

O AIS QA SYSTEM	Instructional Planning and Delivery	Document No. STP-007-MOD-01	
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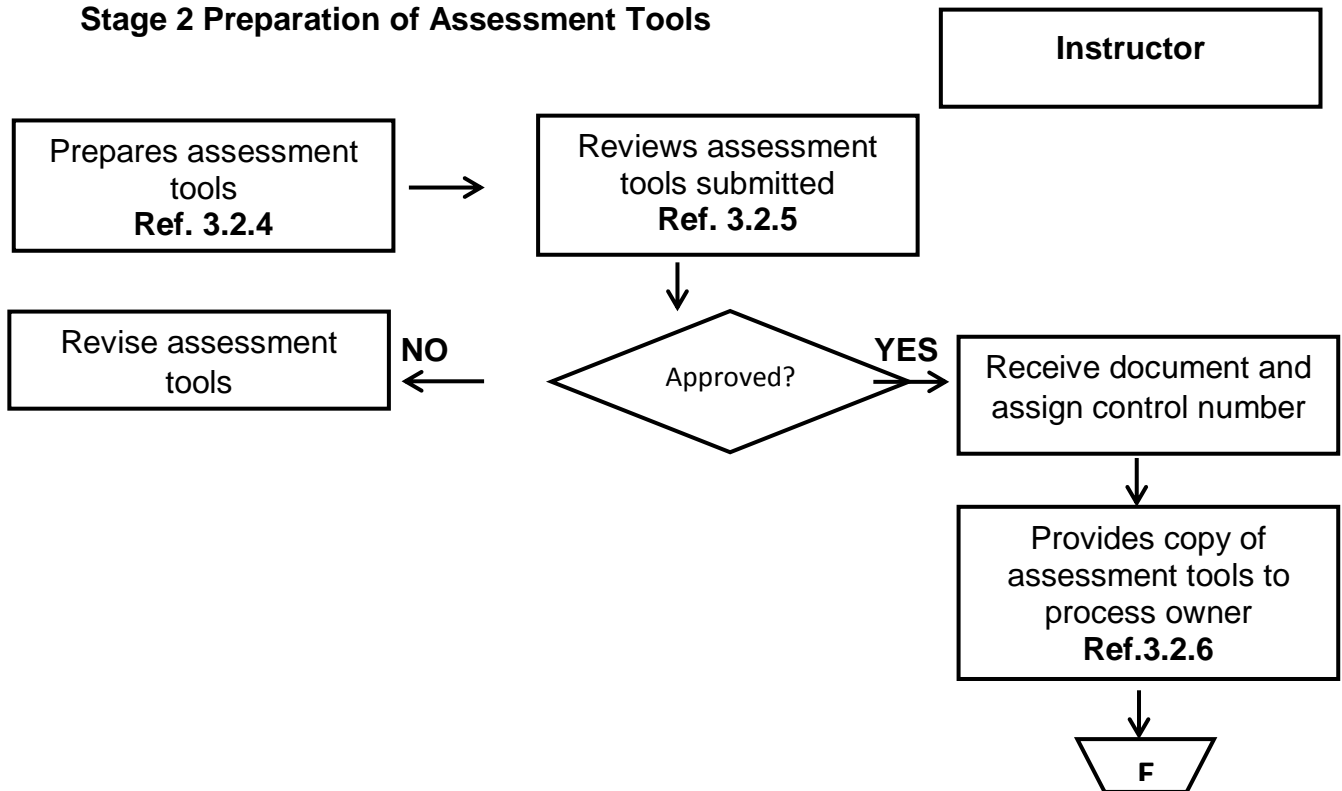
3.0. Procedures

3.1. Flowchart

Stage 1 Preparation of Learning Instrument



Stage 2 Preparation of Assessment Tools



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3.2. Documentation

3.2.1 Prepare contextual learning matrix & SPLI	Forms	Time Frame	Inputs to Procedure
The instructor will: <ul style="list-style-type: none"> Identify the unit of competency Determine the learning outcomes in each competency Sequence learning activities Formulate learning matrix Construct SPLI Submit to VIS for review 	CLM Form 01 SPLI Form 01	2 Days 5 days 2 weeks	
3.2.2. Reviews Contextual Learning matrix & SPLI			
The VIS will: <ul style="list-style-type: none"> Review, organize and finalize the learning instrument If approved, forward the learning instrument to document controller If not approved, forward to the instructor for revision 		4 days	
3.2.3 Receives and Assigns Control Number			
The document Controller will: <ul style="list-style-type: none"> Assign control number Distribute copies to instructor concerned Publish document The instructor will: <ul style="list-style-type: none"> Revise SPLI and contextual learning matrix when disapproved by VIS after review & critiquing 		2 Days	

Stage 2 Preparation of Assessment Tools

3.2.4 Prepares Assessment Tools	Forms	Time Frame	Inputs to Procedure
The Instructor will: <ul style="list-style-type: none"> Prepares table of specification Construct test question Provide answer key Forward prepared instrument tools to VIS for review 	TOS FORM 01	2 Days 3 days	Approved Teaching load

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3.2.5 Reviews Assessment Tools	Forms	Time Frame	Inputs to Procedure
The VIS will: <ul style="list-style-type: none"> • Review Assessment tools • If not approved, return to the instructor for editing and revision • If approved, forward to document Controller for documentation 			
3.2.6. Document Controller secures document			
The Document Controller will: <ul style="list-style-type: none"> • Assign control number • Provide copies to the process owner 			

3.3. Work Instructions

4.0. Forms

CLM Form 01 – Contextual Learning Matrix
 SPLI Form 01 – Self Paced Learning Instruments
 TOS Form 01 – Table of Specification

5.0. Related Information

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CONTEXTUAL LEARNING MATRIX

Course Title: _____

NC Level: _____

Unit of Competency: _____

Module Title : Selecting, Procuring Initial stock and Brooding Chicks					
Learning Outcomes	Sequence of Learning Activities	Learning Concepts			
		Technology	Science	Math	Communication

O AIS QA SYSTEM	Instructional Planning and Delivery	Document No. STP-007-MOD-01	
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Self-Paced Learning Instruction (SPLI): _____

Course: _____

Qualification: _____

Unit Competency: _____

Module Title: _____

Learning Outcome:

- 1.
- 2.
- 3.
- 4.

Learning Resources

- _____
- _____
- _____
- _____

Learning Activities

Reporting:

Assessment:

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TABLE OF SPECIFICATION

Instructor: _____
 Total No. of Hours: _____

Subject Area: _____
 Total No. of Items: _____

TABLE OF SPECIFICATION

Objectives/ Content Area/ Topics	Knowledge	Comprehension	Application	# of Items/ % of Test
TOTAL				

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The background of the page is an abstract composition of overlapping, semi-transparent geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes create a sense of depth and movement, with some appearing as if they are peeling away from a white surface. The overall effect is modern and professional.

Classroom Management

Document No. ICB-008- PFD-01

OAIS Policy and Procedures

Procedure on Classroom Management

1.0. Purpose, Scope and Terminology

1.1. Purpose

The purpose of this procedure is to provide a general guide to the preparation, implementation and maintenance of an ideal classroom atmosphere.

1.2. Scope

The procedure covers the preparation, implementation and maintenance of an ideal classroom, which is a conducive area for delivery of educational instructions or theoretical trainings

1.3. Terminology

- 1.3.1. Classroom – a space or an area where instructors deliver trainings, classes, or instructions
- 1.3.2. Classroom Management – the process of managing a classroom for conducive delivery of educational instruction.
- 1.3.3. Vocational School Administrator (VSA) – head of the school who will review and recommends improvement in every policy and procedure of the school.
- 1.3.4. Vocational Instruction Supervisor (VIS) – who is the immediate supervisor of the instructor
- 1.3.5. Instructors – persons responsible in the preparation of contextual learning matrix, self-paced learning instruments and assessment tool based on the identified competencies
- 1.3.6. Document Controller – person in-charge in maintaining, securing and disseminating the document.
- 1.3.7. Learners – one who undergoes educational training aiming to possess and enhance inherent capabilities, skills, knowledge or competencies
- 1.3.8. Classroom Monitoring – refers to the activity conducted by the VIS to ensure that a good housekeeping is applied in every classroom.

OAIS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of the Procedures

The Vocational School Administrator (VSA) is responsible to ensure that this procedure is maintained. The VIS may give recommendations to the VSA on matters pertaining to the review of this procedure

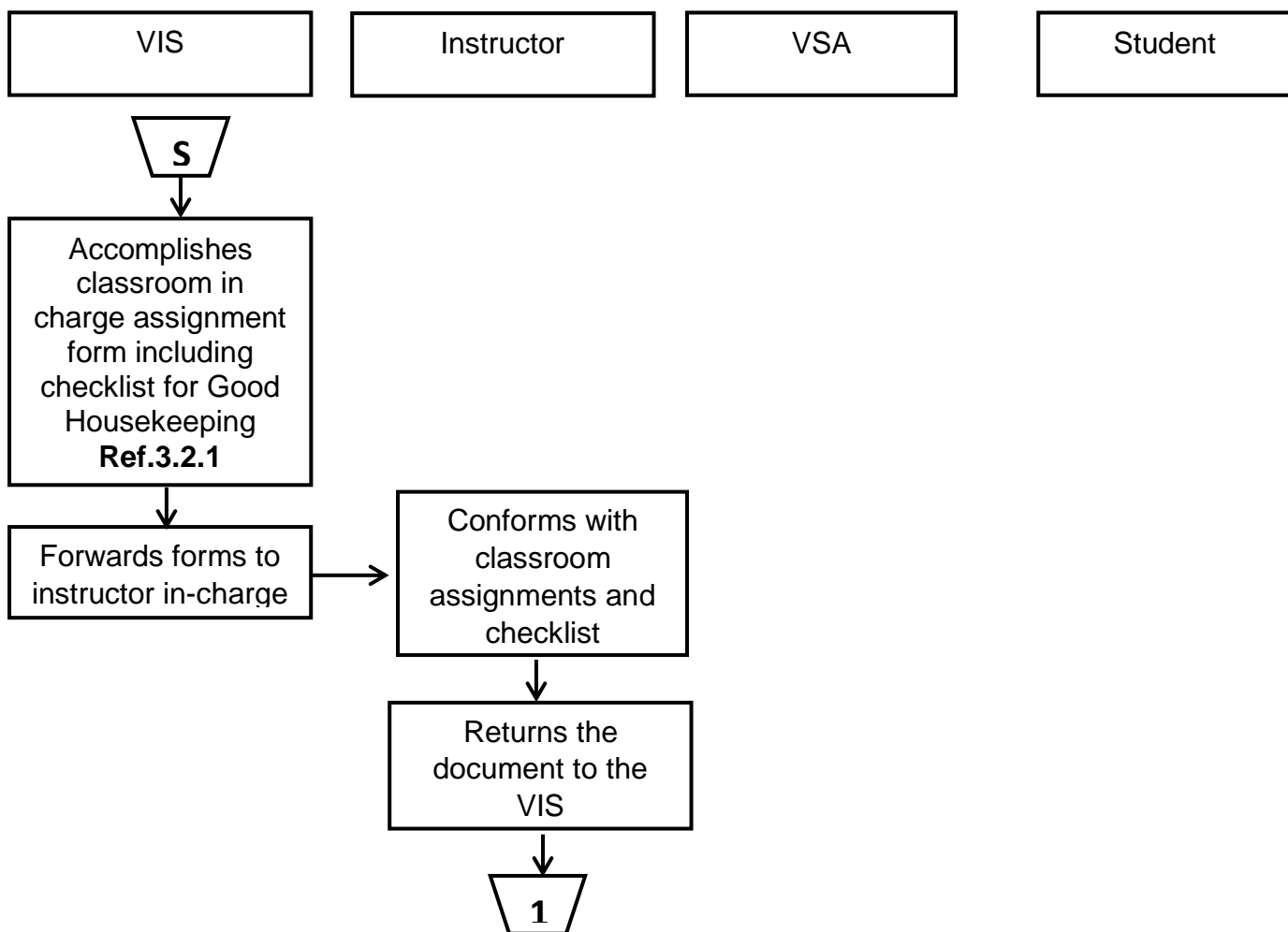
2.2. Responsibility for the Implementation of the Procedure

The implementation of the procedures is the responsibility of the instructor and the staff and students involved.

3.0. Procedures

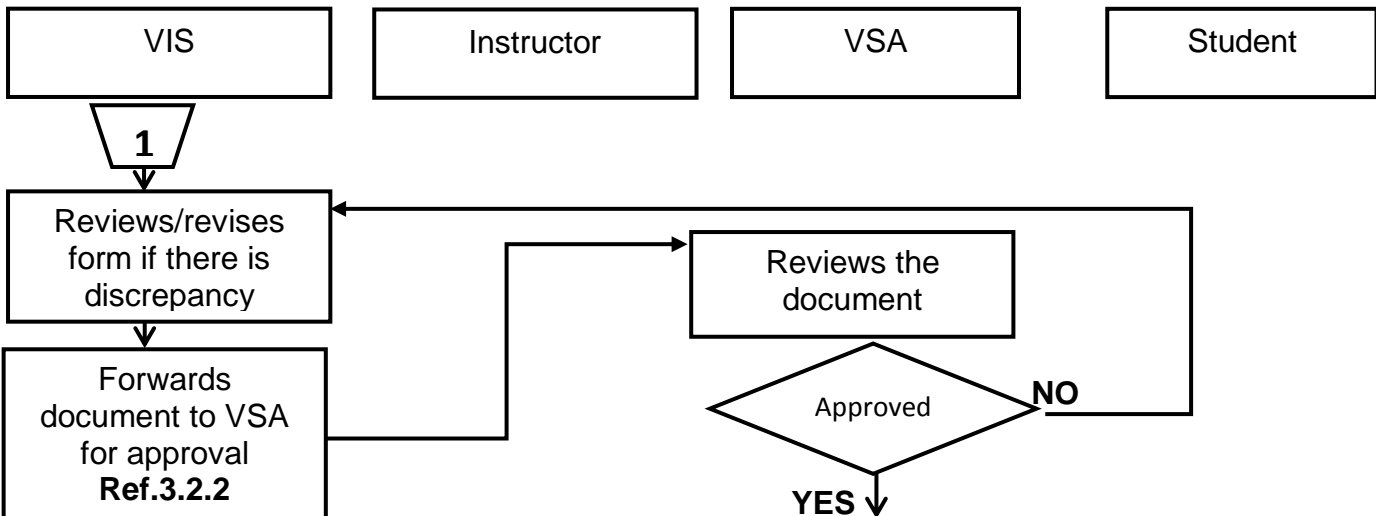
3.1. Flowchart

Stage 1 Accomplishment of classroom in charge assignment

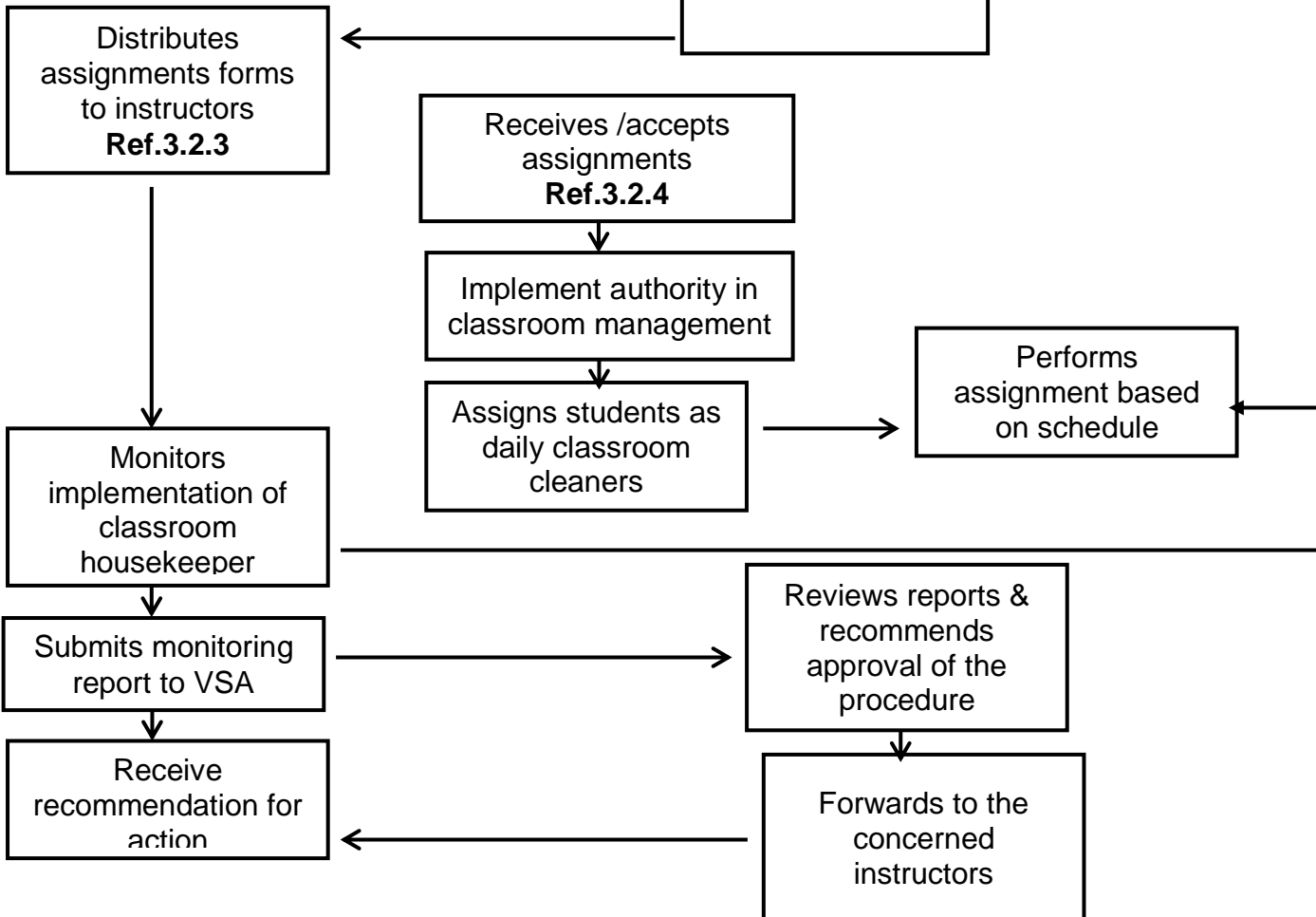


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Stage 2 Approval of the classroom in charge assignments form



Stage 3 Distribution of classroom in-charge Assignment



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3.2. Documentation

Stage 1 Accomplishment of classroom in-charge assignment

3.2.1 Accomplishes classroom in-Charge Assignment	Forms	Time Frame	Inputs to Procedure
The VIS will: <ul style="list-style-type: none"> Accomplish classroom in-charge assignment form and Good Housekeeping Checklist Assign instructors responsible to manage the classroom Forward the classroom in-charge assignment form to instructors involved Review and revises the form if there is any discrepancy Affix signature as recommending approval before forwarding to VSA for approval 	CM01	1 Day	The VIS must have a working knowledge in preparing classroom in-charge assignment form
	CM02	1 Day	
		1 Day	
		2 Days	
		1 Day	

Stage 2 Approval of the Classroom in-charge assignment form

3.2.2 Reviews filled-up Forms			
The VSA will: <ul style="list-style-type: none"> Review the filled-up forms CM 01 & CM 02 Recommend for revision if there is any discrepancy Approve assignments 	CM 01	2 Days	
	CM 02	2 Days	
		1 Day	

Stage 3 Distribution of classroom in –charge assignment

3.2.3 Distributes Assignment Form			
The VIS will: <ul style="list-style-type: none"> Distribute assignment forms to instructors The Instructor will: <ul style="list-style-type: none"> Accept assignment Provide for a conducive atmosphere in the classroom Assign students as daily classroom cleaners Ensure that classroom is equipped with adequate equipment facilitate learning Maintain housekeeping off all times Motivate students to participate in classroom/ learning stations activities Monitor students classroom/ learning stations activities Make sure that classes starts on time 	CM 01	1 day throughout	Instructors must have the ability in managing classrooms
	CM02		
	CM03	15 mins. Every Activity	

OAS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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3.2.4 Monitoring of Classroom Housekeeping	Forms	Time Frame	Inputs to Procedure
<p>The VIS will:</p> <ul style="list-style-type: none"> • Conduct regular monitoring of classroom housekeeping • Submit monitoring to VSA <p>The VSA will:</p> <ul style="list-style-type: none"> • Review the good housekeeping checklist • Recommends requirement on classroom management to instruction concerned • Forwards recommendation <p>The Instructor will:</p> <ul style="list-style-type: none"> • Receive recommendation • Plan for actions towards improvement 	CM02		

3.3. Work Instructions

4.0. Forms

- | | |
|--------|---|
| Cm 01 | - Classroom In-Charge Assignment Form |
| CM -02 | - Good Housekeeping Checklist |
| CM -03 | - Assignment of Classroom Cleaners Form |

5.0 Related Information

O AIS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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Republic of the Philippines
 Technical Education and Skills Development Authority
 Region – 10
 Oroquieta Agro-Industrial School
 Villaflores, Oroquieta City

CLASSROOM IN-CHARGE ASSIGNMENT FORM

Classroom Assignment	Classroom	Poultry Learning Station	Swine Learning Station	Small Ruminant Animals Learning Station	Computer Laboratory	Contextual Learning Room
Instructor In-Charge						

Prepared by:

Vocational Instruction Supervisor

Approved by:

Engr. LEE R. CATANE
Vocational School Administrator

O AIS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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HOUSEKEEPING SCHEDULE							
Qualification		ROOM NO.					
Area/Section							
In-Charge							
ACTIVITIES	Responsible Person	Schedule for the Whole Training Duration					Remarks
		Daily	Every other Day	Weekly	Every 15 th Day	Monthly	

Prepared by:

ENGR. LEE R. CATANE
Vocational School Administrator II

O AIS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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OROQUIETA AGRO-INDUSTRIAL SCHOOL
Villaflores, Oroquieta City

ASSIGNMENT OF CLASSROOM CLEANERS FORM

Monday:

1. _____
2. _____
3. _____
4. _____
5. _____

Thursday

1. _____
2. _____
3. _____
4. _____
5. _____

Tuesday

1. _____
2. _____
3. _____
4. _____
5. _____

Friday

1. _____
2. _____
3. _____
4. _____
5. _____

Wednesday

1. _____
2. _____
3. _____
4. _____
5. _____

Note

Task of every cleaner includes to be performed 10 minutes before and after session/classes)

A. Cleaning/ putting in order the following :

- Window
- Ceiling
- Floor
- Chairs & Tables or furniture and fixtures
- Walls
- Blackboards
- Instructional materials and equipment's found inside the classroom

Please be guided accordingly

Adviser

OAS QA SYSTEM	Procedures on Classroom Management	Document No. ICB-008-PFD-01	
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Schedule of Teaching

Document No. ICB -009-PEM -01

OAIS Policy and Procedures

Procedure on Schedule of Teaching

1.0. Purpose, Scope and Terminology

1.1. Purpose

The purpose of this procedure is to develop a guide in preparing a schedule of teaching of OAIS instructors. This will be prepared by the VIS and approved by the VSA in order to have an organized schedule of teaching assignments.

1.2. Scope

The procedure covers the development and approval of teaching schedule of the instructors of the DAC.

1.3. Terminology

1.3.1. Schedule of Teachings – a program me or timetable of teaching load by instructors concerned

1.3.2. Class Schedule – refers to time allotment given to each subject with the corresponding room assignments and assigned instructor

1.3.3. Vocational Instruction Supervisor (VIS) – refers to person who prepares class schedule for approval by the VSA

1.3.4. Vocational School Administrator (VSA) – The person who will review and approve class schedules prepared by the VIS

1.3.5. Instructors – refers to a qualified and competent person possessing technical expertise who is responsible in training the students

2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of the Procedures

The VSA is responsible to ensure that this procedure is maintained at the school level. The VIS shall give recommendations to the VSA on matters pertaining to the review of this procedure

2.2. Responsibility for the Implementation of the Procedure

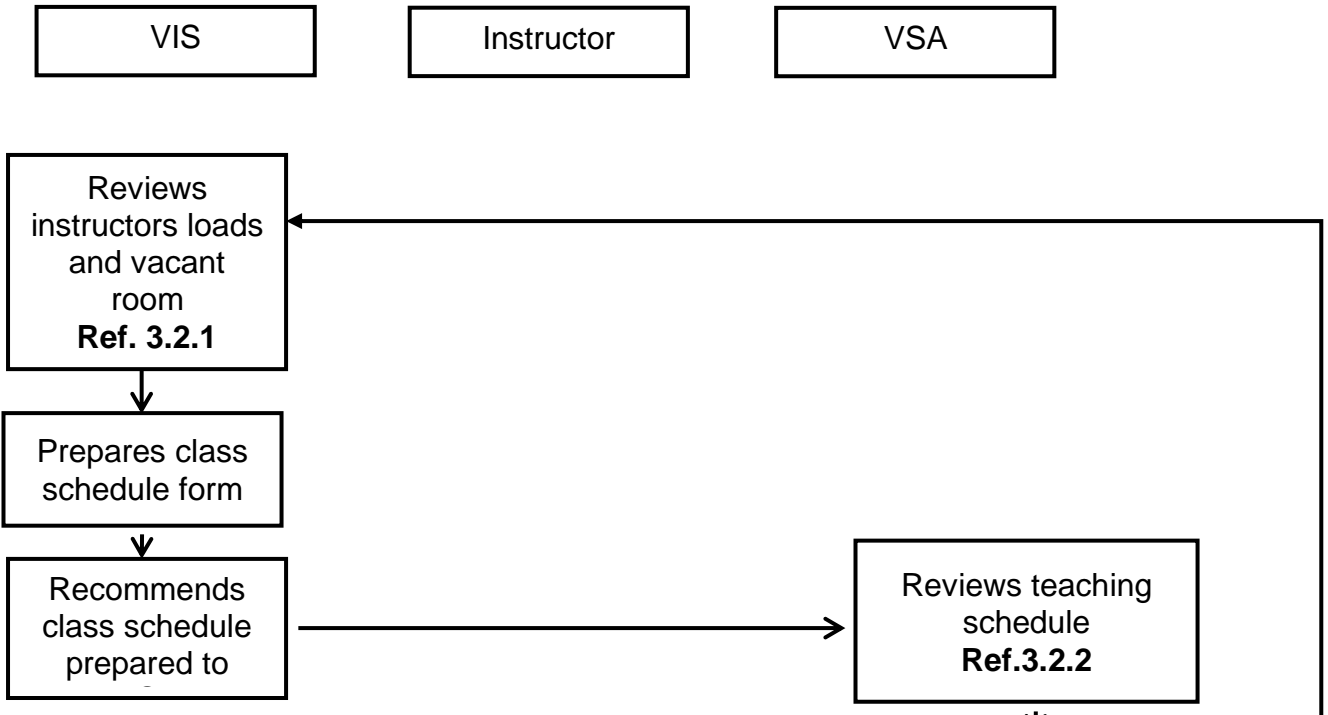
The implementation of the procedure is the responsibility of the instructors to conform with the teaching schedule assigned to them. The VIS will consider the instructors qualifications inn assigning teaching load

OAIS QA SYSTEM	Procedures on Schedule of Teaching	Document No. ICB-009-PEM-01	
		Issued by : EAA	Date : 10-24-3
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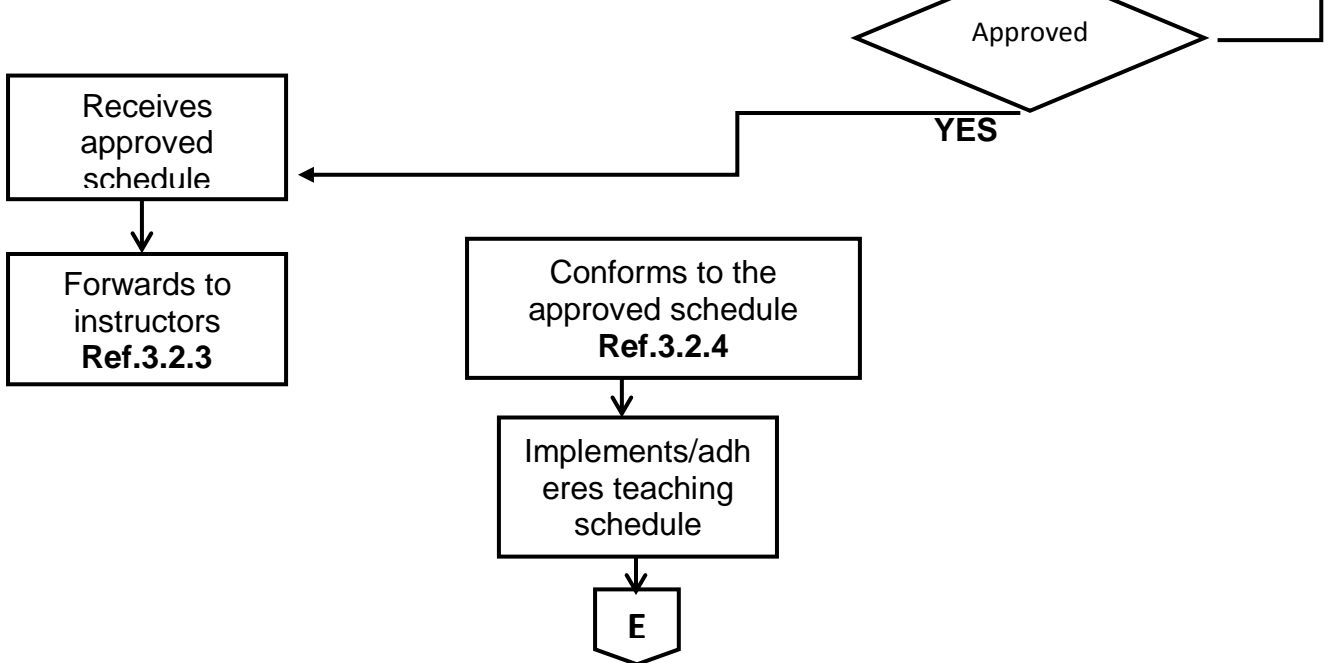
3.0. Procedures

3.1. Flowchart

Stage 1 Preparation of Teaching Schedule



Stage 2 Approval of teaching schedule form



OAIS QA SYSTEM	Procedures on Schedule of Teaching	Document No. ICB-008-PFD-01	
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3.2. Documentation

3.2.1 Preparation of Teaching Schedule	Forms	Time Frame	Inputs to Procedure
The VIS will: <ul style="list-style-type: none"> Review instructor load Identify vacant room Forward teaching schedules to instructors 	ST Form 01	3 days	Personal Data Sheet as basis for the qualification of instructors
3.2.2. Approval of Teaching Schedule			
The VSA will: <ul style="list-style-type: none"> Review the teaching schedule prepared by the VIS Disapprove if there's conflict in time schedule in room assignment and instructors concerned and if not qualified to handle the subject Approve if teaching schedule prepared is ideal and realistic Forward the approve schedule to the VIS for dissemination to instructors 	ST Form 01	3 days	
3.2.3 Forward the Schedule of Teaching to Instructors			
<ul style="list-style-type: none"> Disseminate to the instructors the schedule of teaching for reference/guidance 			
3.2.4 Conformation of Teaching Schedule			
The instructor will: <ul style="list-style-type: none"> Conformation to the approved schedule Implement/ adheres teaching schedule 			

3.3. Work Instructions

4.0. Form

ST Form 01 – Schedule of Teaching

5.0. Related Information

OAIS QA SYSTEM	Procedures on Schedule of Teaching	Document No. ICB-008-PFD-01	
		Issued by : EAA	Date : 10-24-03
		Revision No. 01	Page : 3 of 4

TEACHING SCHEDULE

_____SY-_____

Instructor	Subject	Time	Day	Room / Venue

Prepared by:

VERGIE A. DELA TORRE

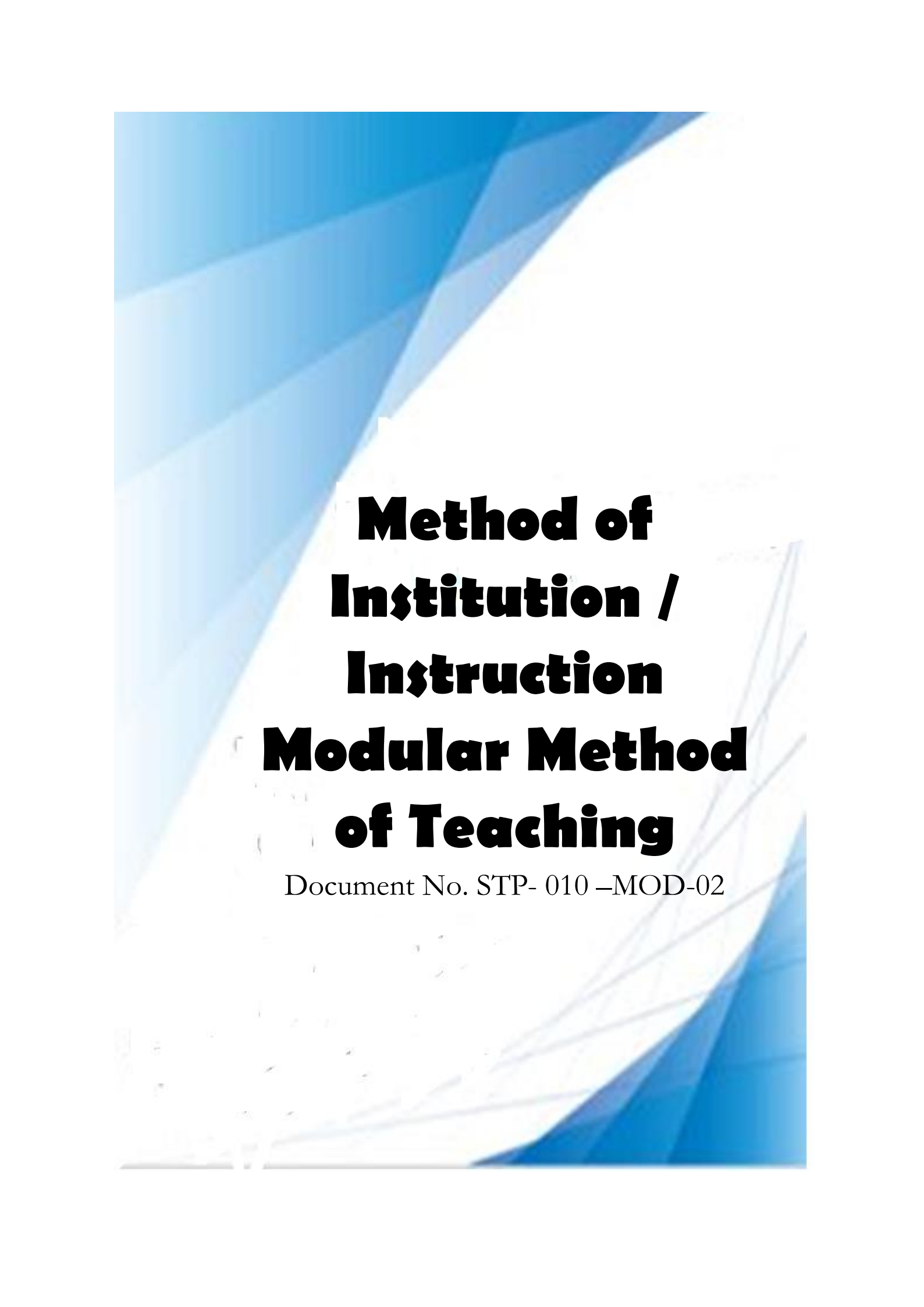
Vocational Instruction Supervisor

Approved by:

Engr. LEE R. CATANE

Vocational School Administrator

OAS QA SYSTEM	Procedures on Schedule of Teaching	Document No. ICB-008-PFD-01	
		Issued by : EAA	Date : 10-24-03
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**Method of
Institution /
Instruction
Modular Method
of Teaching**

Document No. STP- 010 –MOD-02

OAIS Policies and Procedures

Procedures on Method of Institution/Instruction Modular Method of Teaching

1.0. Purpose, Scope and Terminology

1.1. Purpose

The purpose of this procedure is to document Modular Method of Teaching, designing, developing, and reviewing of Self-Paced Learning Instruments (SPLI), which is nationally endorsed for use in teaching. It is expected that the procedure is applied in Oroquieta Agro-Industrial School (OAIS)

1.2. Scope

The implementation of the Modular Method of Teaching will cover all the steps in designing, developing of SPLI that are prepared and intended to form part of the teaching instruction.

1.3. Terminology

1.3.1. Process Owner – group of experts or an individual who are competent in teaching learners through modular approach and conduct assessment

1.3.2. *Vocational Instructional Supervisor (VIS)* – the immediate supervisor of the instructor

1.3.3. Competency Standards (CS) – a written specification of the knowledge, skills and attitudes required for the performance of a job or occupation or trade corresponding to the standard of performance required in the workplace.

1.3.4. Competency Based Curriculum (CBC) – specification for a course or subject which a student undergoes based on the knowledge, skills and attitudes identified from and closely linked to the competency standards.

1.3.5. Module Title – brief description of the module

1.3.6. Instructors – persons responsible in the preparation of contextual learning matrix, self-paced learning instruments and assessment tools based on the identified competencies

1.3.7. Learner – one who undergoes educational training aiming to possess and enhance inherent capabilities, skills, knowledge or competencies

1.3.8. Self-Paced Learning Instruments (SPLI) – is a teaching method designed and implemented using modules identified in the DAC Curriculum. Learning is complete when learner can demonstrate competency, is not time bound.

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		Issued by : EAA	Date : 10-24-03
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2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the procedures

The School Vocational Administrator is responsible to ensure that this procedure is maintained at the school level.

2.2. Responsibility for the Implementation of the Procedures

The implementation of this procedures is the responsibility of the instructors.

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3.2 Documentation

Stage 1 Preparation of SPLI or Module of Instruction

3.2.1 Secures Approved CS	Forms	Time Frame	Inputs to Procedure
The Process Owner will: <ul style="list-style-type: none"> • Secure copy of approved competency standard • Prepare SPLI • Analyze the unit of competency <ul style="list-style-type: none"> ○ Will it provide employment opportunities ○ Is it employable? ○ Is it certifiable ○ Can it result into a product, service or decision? • Determine and identify the different modules titles • Define normal number of hours/ module or SPLI • List of learning outcomes • Specify assessment criteria and assessment area 	SPLI Form 01	1 hr.	Self-paced instrument for learners implementation

Stage 2 Submission of SPLI for critiquing/ approval

3.2.2 Submission of SPLI to VIS	Forms	Time Frame	Inputs to Procedure
The Process Owner will: <ul style="list-style-type: none"> • Submit the SPLI too VIS. If approved forward document to instructors for implementation 		3 Day	Approved SPLI

Stage 3 Implementation of SPLI or Module of Instruction

3.2.3 SPLI Implementation	Forms	Time Frame	Inputs to Procedure
The instructor will : <ul style="list-style-type: none"> • Implement SPLI The VIS will: <ul style="list-style-type: none"> • Supervise/ Monitor SPLI The Instructor will: <ul style="list-style-type: none"> • Provide copies to learners The learner will: <ul style="list-style-type: none"> • Adopt/adhere to SPLI 	SPLI Form 01	3 Day	

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3.3. Work Instructions

4.0 Form

SPLI Form 01 – Self-Paced Learning Instruments

5.0. Related Information

O AIS QA SYSTEM	Method of Institution/ Instruction Modular Method of Teaching	Document No. ICB-008-PFD-01	
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Self-Paced Learning Instruction (SPLI): _____

Course: _____

Qualification: _____

Unit Competency: _____

Module Title: _____

Learning Outcome:

- 1.
- 2.
- 3.
- 4.

Learning Resources

- _____
- _____
- _____
- _____

Learning Activities

Reporting:

Assessment:

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Use of Training Tools & Equipment

Document No. ICB -011- PFD-02

OAIS Policies and Procedures

Procedure in the use of Training and Equipment

1.0. Purpose, Scope and Terminology

1.1. Purpose

The procedure aims to provide a guide in the implementation of the proper use of training tools and equipment

1.2. Scope

The procedures covers the identification, requisition, proper use and returning of needed tools and equipment for the trainees learning activities

1.3. Terminology

1.3.1. Tool Keeper – a person who keep stools in proper order and in proper place

1.3.2. Supply Officer – an official who makes things available

1.3.3. Tool/Equipment – a device used for a particular job

1.3.4. Instructor : a person responsible in facilitating the implementation of the procedure in the use of training tools and equipment

1.3.5. Student – a person who will borrow tools and equipment from the tool keeper in order to accomplish his assigned task.

2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the procedures

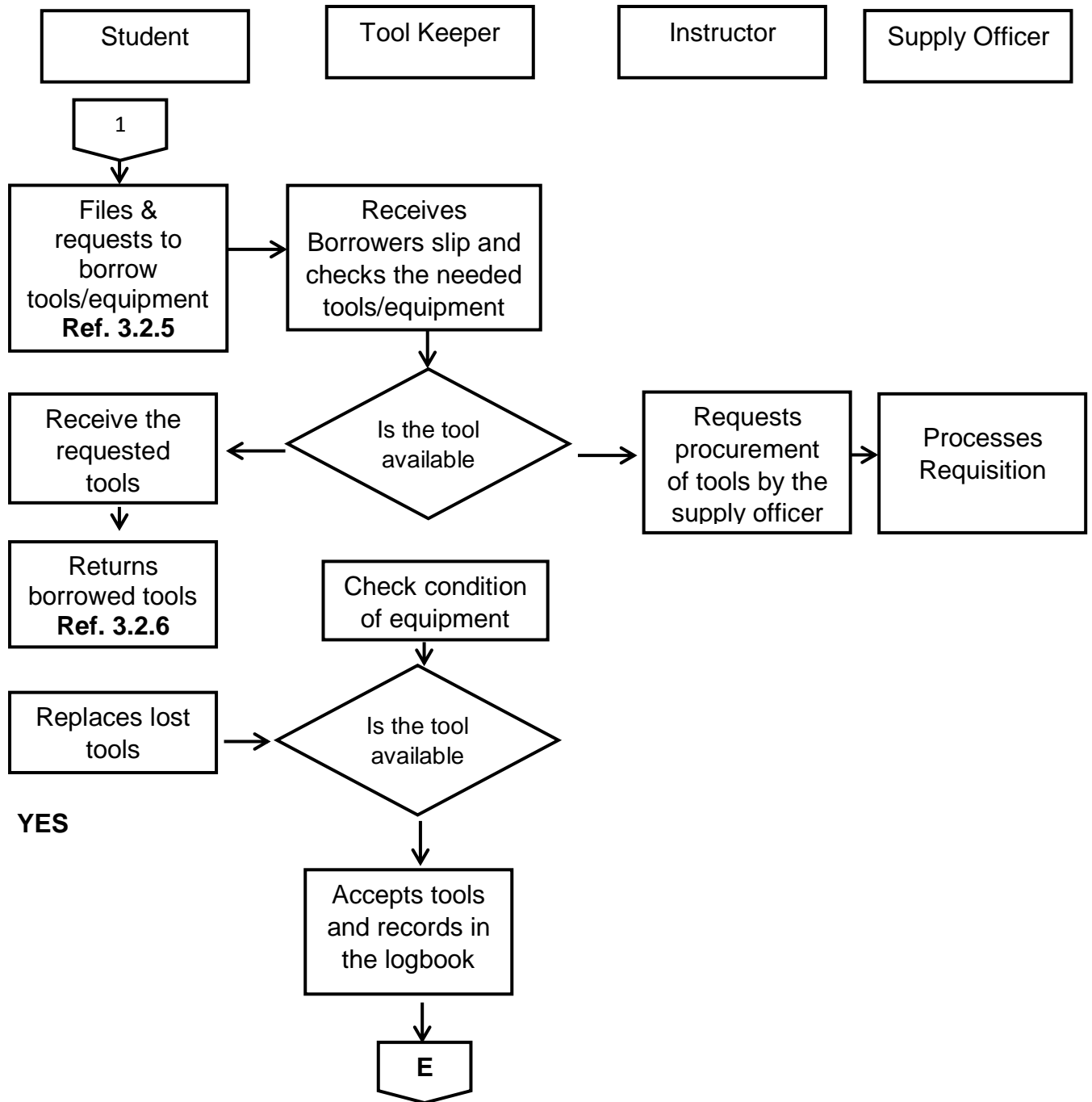
The Vocational School Administrator (VSA) and instructors involved are responsible to ensure that the procedures in using of tools and equipment are implemented/ followed.

2.2. Responsibility for the Implementation of the use of training tools and equipment

The implementation of the procedures in the use of tools and equipment is the responsibility of the facilitator and the tool keeper.

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Stage 2 Borrowing of Tools and Equipment



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3.2. Documentation

Stage 1 Identification of Tools/Equipment

3.2.2 Determines and request the needed tools & equipment for the DAC	Forms	Time Frame	Inputs to Procedure
The Instructor will: <ul style="list-style-type: none"> Identify the types of tools need Identify the types of equipment needed Request the needed tools and equipment 		1 day	
3.2.2 Processes the requisition and the issue item (RIV)			
The Supply officer will: <ul style="list-style-type: none"> Prepare RIV Canvass the received RIV Purchase the items on the RIV Put proper code Issue requested tools/equipment 		5 days	
3.2.3 Receives and check tools and equipment			
The instructor will: <ul style="list-style-type: none"> Receive the items requested Check the items Deposit tools/equipment in the storeroom 			
3.2.4 Sorts and Stores Tools and equipment			
The tool keeper will: <ul style="list-style-type: none"> Receive tools and equipment from the facilitator Sort and provide control number Keep the tools and equipment 		3 days	

Stage 2 Borrowing and Returning of tools/ equipment

3.2.5 Files & Requests to borrow tools & equipment	Forms	Time Frame	Inputs to Procedure
The student will: <ul style="list-style-type: none"> Ask for borrowers slip Fill-up the borrowers slip Give the duly accomplish borrowers slip to the tool keeper The tool keeper will: <ul style="list-style-type: none"> Receive the borrowers slip Verify tool is available, then issue the requested tools/equipment to the borrower If not available, inform the instructor for requisition of tools/equipment not in the supply office/room 	BS Form 01	1 hr.	
	BS Form 02	1 hr.	

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3.2.5 Files & Requests to borrow tools & equipment cont.	Forms	Time Frame	Inputs to Procedure
The instructor will: <ul style="list-style-type: none"> Request procurement of tools by the supply officer The Supply Officer will: <ul style="list-style-type: none"> Process the requisition 		15 mins 15 mins	
3.2.6 Returns borrowed tools/equipment			
The tool keeper will: <ul style="list-style-type: none"> Check the borrowed tools and equipment if it is in order and properly cleaned/ maintained Check the control number If tool is in order on intact, accept tool/ equipment and record in the retrieval form and logbook If tools is damaged or lost let the student replace lost/damaged tool The student will: <ul style="list-style-type: none"> Replace lost damaged tools 			

3.0. Work Instructions

4.0. Forms

BS Form 01 – Borrowers Slip
 BL Form 02 – Borrowers Logbook Form
 RF Form 03 – Retrieval Form

5.0. Related Information

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BORROWERS SLIP

Name: _____

Course: _____

Subject: _____

No.	Qty.	Unit	Description	Size	Control #	Brand

Signature of Borrower

Signature of Tool Keeper

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**EQUIPMENT /TOOLS
BORROWERS LOG BOOK**

Date	Borrowers Name	Tool/Equipment Borrowed	Signature	Remarks

RETRIEVAL FORM

Name: _____
 Course: _____
 Subject: _____

Tool/Equipment Description	Qty.	Size	Control #	Brand	Remarks

Noted:

_____ Tool Keeper

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Assignment of Faculty

Document No. ICB-012-PEM-02

OAIS Policies and Procedures

Procedure on Assignment of Faculty

1.0. Purpose, Scope and Terminology

1.1. Purpose

The purpose of this procedure is to develop a schedule that will reflect various assignments of DAC instructors. The instructors will be guided on the matrix that will be prepared by the VIS and approved by the VSA.

1.2. Scope

The Procedure covers the development and approval of plotting the teaching and non-teaching assignment of DAC instructors

1.3. Terminology

1.3.1. Assignment of Faculty – refers to the individual teaching load or subjects assigned or handled by a specific instructor and other assignments that will be assigned by the institution

1.3.2. Vocational School Administrator (VSA) – refers to the person who approves the prepared assignments for DAC instructors

1.3.3. *Vocational Instructional Supervisor (VIS)* – refers to a person who prepares teaching loads and recommends other assignment 'of instructors for Approved of VSA

1.3.4. Instructors – are DAC implementers who implement/ perform various assignments in the institution.

2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the procedures

The VSA is responsible to ensure that this procedure is maintained at the school level. The VIS shall give recommendations to the VSA on matters pertaining to the review of this procedure

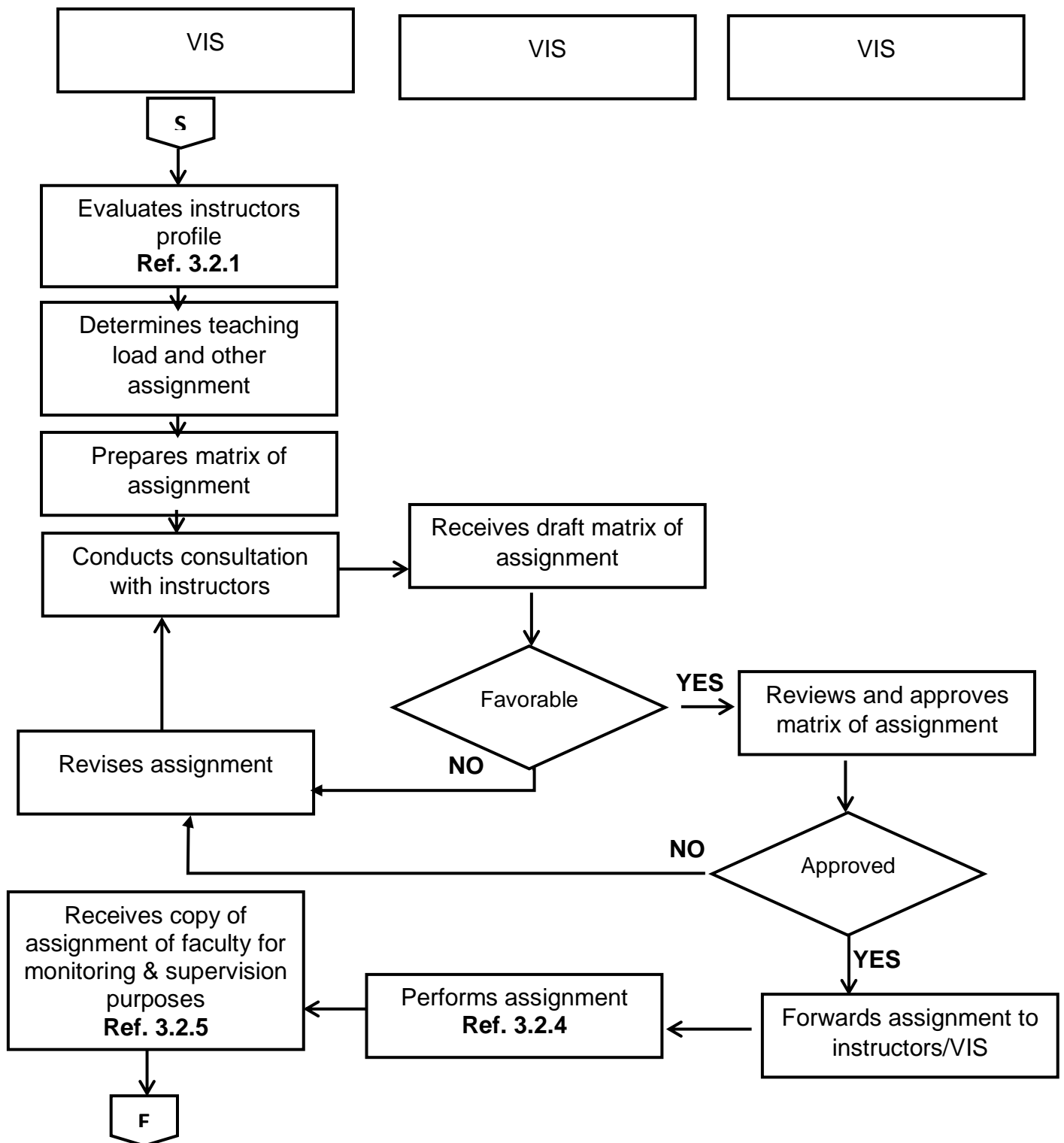
2.2. Responsibility for the Implementation of the Procedures

The implementation of the procedures in the responsibility of the instructors to conform to the teaching load and other assignments or special functions assigned to them. The VIS will consider the instructors qualifications in plotting the assignments

OAIS QA SYSTEM	Procedure on Assignment of Faculty	Document No. ICB-012-PEM-02	
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3.0 Procedures

3.1 Flowchart



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3.2. Documentation

3.2.1 Evaluation of Instructors Personal Data Sheet	Forms	Time Frame	Inputs to Procedure
The VIS will: <ul style="list-style-type: none"> • Check instructors PDS as to : <ul style="list-style-type: none"> ○ Line of specialization ○ Teaching experience ○ Training etc. 	Form 212	30 mins.	
3.2.2 Determination of Assignment of Faculty and other special functions			
The VIS will: <ul style="list-style-type: none"> • Identify the subjects to be handled by instructors involved • Determine the number of units and hours • Plot teaching schedule • Determine the other assignment other than teaching like industrial coordinator, QA focal ship, etc. • Prepare draft matrix of assignment depicting other assignment other than teaching like industrial coordinator, QA focal ship, etc. • Conduct consultation with instructors with draft matrix of assignment • Revise draft schedule of assignment of faculty • Forwards to VSA if accepted assignment The Instructor will: <ul style="list-style-type: none"> • Review draft matrix of assignment • If favorable, forward to VSA for approval • If not favorable, forward to VS for revision 	TS Form 01	1 hr. 4 hrs. 2 hrs . 2 hrs. 1 hr. 2 hrs. 30 mins 15 mins 15 mins	
3.2.3 Reviewing & Approval Matrix of assignment			
The VSA will: <ul style="list-style-type: none"> • Review the assignment • Sign the document • Forwards document to instructors and VIS for implementation 		1 hr	

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3.2.4. Performs Assignment			
The instructor will:		All throughout	
• Perform assigned tasks			
3.2.5 Receives copy of assignment			
The VIS will:		All throughout	
• Receive copy of assignment for supervision purposes			

3.3. Work Instructions

4.0. Forms

Form 212 – Personal Data Sheet
 TS Form 01 – Teachers Schedule of Assignment

5.0 Related Information

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**TEACHERS SCHEDULE OF ASSIGNMENT
SCHOOL YEAR 2003-2004
_____ Semester**

Name of Instructor: _____
Department: _____

Subject	Time	Monday	Tuesday	Wednesday	Thursday	Friday
NOON BREAK						

No. of Teaching Load/ Subjects	
No. of Teaching Hours AM	
PM	
Other Assignments	Time Needed: (Days/Hours)

Prepared by:

VERGIE A. DELA TORRE
Vocational Instruction Supervisor

Approved by:

Engr. LEE R. CATANE
Vocational School Administrator

Conforme:

Instructor

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PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
7. HEIGHT (m)			
8. WEIGHT (kg)			
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL/TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------

OAIS QA SYSTEM	Procedure on Assignment of Faculty	Document No. ICB-012-PEM-02	
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE								
<i>(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.</i>								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format '00-00') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						

(Continue on separate sheet if necessary)

SIGNATURE			DATE		
-----------	--	--	------	--	--

CSS FORM 212 (Revised 2017) Page 2 of 4

OAIS QA SYSTEM	Procedure on Assignment of Faculty	Document No. ICB-012-PEM-02	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
------------------	--	-------------	--

CS FORM 212 (Revised 2017), Page 3 of 4

OAIS QA SYSTEM	Procedure on Assignment of Faculty	Document No. ICB-012-PEM-02	
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>															
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="font-size: small;">Resigned from a private firm and transferred to a government agency</p>															
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>															
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>															
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width:40%;">NAME</th> <th style="width:30%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.														
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>																
<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td rowspan="4" style="width:150px; vertical-align: middle; text-align: center;"> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; text-align: center;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; height: 20px; text-align: center;">Date Accomplished</div> </td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID:</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.:</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance:</td> <td style="width:150px; vertical-align: middle; text-align: center;"> <div style="border: 1px solid black; height: 60px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; text-align: center;">Right Thumbmark</div> </td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; text-align: center;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; height: 20px; text-align: center;">Date Accomplished</div>	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID:	ID/License/Passport No.:	Date/Place of Issuance:	<div style="border: 1px solid black; height: 60px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; text-align: center;">Right Thumbmark</div>	<div style="border: 1px solid black; padding: 5px; font-size: x-small; text-align: center;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> <p>PHOTO</p> </div>								
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; text-align: center;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; height: 20px; text-align: center;">Date Accomplished</div>															
PLEASE INDICATE ID Number and Date of Issuance																
Government Issued ID:																
ID/License/Passport No.:																
Date/Place of Issuance:	<div style="border: 1px solid black; height: 60px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; text-align: center;">Right Thumbmark</div>															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center; font-size: small;">Person Administering Oath</p>																

<p>OAIS QA SYSTEM</p>	<p>Procedure on Assignment of Faculty</p>	<p>Document No. ICB-012-PEM-02</p>	
		<p>Issued by : JET</p>	<p>Date : 12-5-19</p>
		<p>Revision No. 02</p>	<p>Page : 9 of 9</p>



**Student
Assessment,
Certification
and
Recording**

The background of the page is an abstract composition of overlapping, semi-transparent blue and white geometric shapes, creating a sense of depth and movement. The shapes are primarily triangular and polygonal, with varying shades of blue from light to dark. The overall effect is clean and modern.

Prepare of Institutional Assessment

Document No. SSSD-013-CAS-01

OAIS Policies and Procedures

Procedure on the Preparation of Institutional Assessment

1.0. Purpose, Scope and Terminology

1.1. Purpose

The procedure on the conduct of institutional assessment aims to standardize the process of conducting examination and ensuring its validity and reliability

1.2. Scope

The procedure includes the conduct of written and skills assessment to learners.

1.3. Terminology

1.3.1. Instructor – the person responsible in preparing written and practical/ actual or skills assessment based on the identified competencies

1.3.2. Vocational Instruction Supervisor (VIS) – who is the immediate Supervisor of the instructors

1.3.3. Vocational School Administrator (VSA) – head of the school who will approve the reviewed and developed CBC documents

1.3.4. Assessment Process – is the process involving gathering of evidences and making judgements by assessors to trainees during and after the trainees took assessments

1.3.5. Learner – are persons assessed by instructors both written and skills assessments in order to determine whether they are competent or not yet competent

2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the procedures

The VSA is responsible to ensure that this procedure is maintained at the school level.

2.2. Responsibility for the Implementation of the Procedures

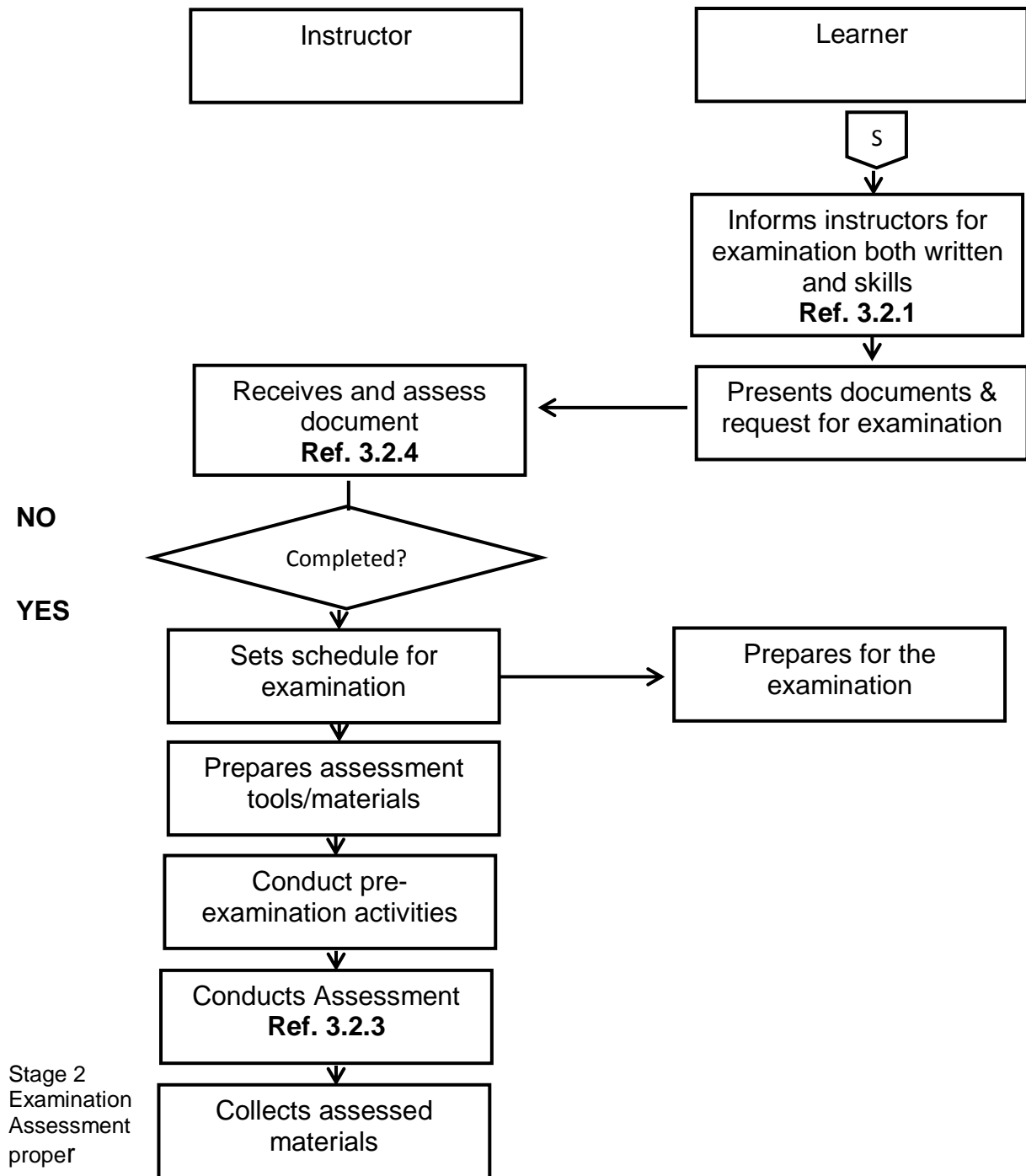
The instructors, through the supervision of the VIS, are responsible for the conduct of the examination/ test to the learners

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2.0 Procedures

3.1. Flowchart

Stage 1 Pre-examination Assessment Activities



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3.2 Documentation

Stage 1 Pre-Examination/ Assessment Activities

3.2.1 Inform Instructor for Assessment	Forms	Time Frame	Inputs to Procedure
<p>The learner will:</p> <ul style="list-style-type: none"> • Inform the instructors of their readiness to take the examination either in written or skills assessment or both • Presents credentials to validate assessments <ul style="list-style-type: none"> ○ Self-paced learning Instrument (SPLI) for regular learners ○ Portfolio documents for recognition of prior learning (RPL) • Request the instructor for examination/ assessment 		<p>30 mins.</p> <p>30 mins</p>	
<p>3.2.2 Receives document</p>			
<p>The instructor will:</p> <ul style="list-style-type: none"> • Receive and assess document <ul style="list-style-type: none"> ○ Set schedule for examination ○ If document presented are complete ○ Return documents presented are incomplete <p>The learner will:</p> <ul style="list-style-type: none"> • Prepare for the examination <p>The instructor will:</p> <ul style="list-style-type: none"> • Prepare assessment tools/ materials • Conduct Pre-Examination activities <ul style="list-style-type: none"> ○ Check attendance ○ Read instructions 	<p>WA Form 01 EVF Form 01 OQC Form 01 UKQC Form 01 PTS Form 01 AS Form 01</p>	<p>3 day</p> <p>10 min</p> <p>1 hr.</p>	

Stage 2 Examination/ Assessment Proper

3.2.1 Conduct Assessment			
<p>The instructor will:</p> <ul style="list-style-type: none"> • Conduct Examination/Assessment • Observe setting arrangement • Distribute examination paper for written examination & performance task sheet for skills assessment • Collect accomplished test papers 		<p>1 day</p>	<p>The working instructors must have a working knowledge in the conduct of competency assessment</p>

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3.3. Work Instructions

4.0. Forms

WA Form 01	– Test Paper
EVP Form 0	– Evidence Plan
OQC Form 01	- Observation and Questioning Checklist
UKQC Form 01	– Underpinning Knowledge Questioning Checklist
PTS Form 01	– Performance Task Sheet
AS Form 01	– Attendance Sheet

6.0 Related Information

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INSTITUTIONAL ASSESSMENT
UC 1: _____

WRITTEN TEST

I. MULTIPLE CHOICE

Encircle the letter of your choice.

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II. Direction: Write **TRUE** if the statement is correct and **FALSE** if the statement is wrong.

_____ 1.

_____ 2.

_____ 3.

_____ 4.

_____ 5.

III. ENUMERATION

1.

2.

3.

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III.ESSAY

1.

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PERFORMANCE TEST

Qualification	
Unit Of Competency	
<p>General Instruction:</p> <p>Specific Instruction:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. At the end of the assessment, the assessor shall give you feedback on the result of the assessment. The feedback shall indicate whether you are: <ol style="list-style-type: none"> a. Competent b. Not Yet Competent 	

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DEMONSTRATION CHECKLIST

Trainee's Name:			
Trainer's Name			
Competency Assessment:			
Qualification:			
Date of Assessment:			
Time of Assessment:			
Instruction for Demonstration:			
Materials/Tools and Equipment:			
OBSERVATION	/show if the evidence is demonstrated		
During the demonstration of skills, did the students:	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainee's demonstration was:			
Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>			

Trainee's Signature: _____ **Date:** _____

Trainer's Signature: _____ **Date:** _____

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QUESTIONING TOOL

Question to prove the candidate's underpinning knowledge		Satisfactory response	
Extension/Reflection Questions		YES	NO
1.		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
Safety Questions			
1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
Contingency Questions			
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
Job Role/Environment Questions			
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
Rules and Regulations			
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
The candidate's underpinning knowledge was:		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory

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**ANSWER KEY FROM
WRITTEN ASSESTMENT**

Module Title: _____
 Instructors Name: _____
 Subject/ Course: _____ Date of Exam: _____

Test I:

- | | |
|----------|-----------|
| _____ 1. | _____ 9. |
| _____ 2. | _____ 10. |
| _____ 3. | _____ 11. |
| _____ 4. | _____ 12. |
| _____ 5. | _____ 13. |
| _____ 6. | _____ 14. |
| _____ 7. | _____ 15. |
| _____ 8. | |

Test II.

- | | |
|----------|-----------|
| _____ 1. | _____ 9. |
| _____ 2. | _____ 10. |
| _____ 3. | _____ 11. |
| _____ 4. | _____ 12. |
| _____ 5. | _____ 13. |
| _____ 6. | _____ 14. |
| _____ 7. | _____ 15. |
| _____ 8. | |

Test III:

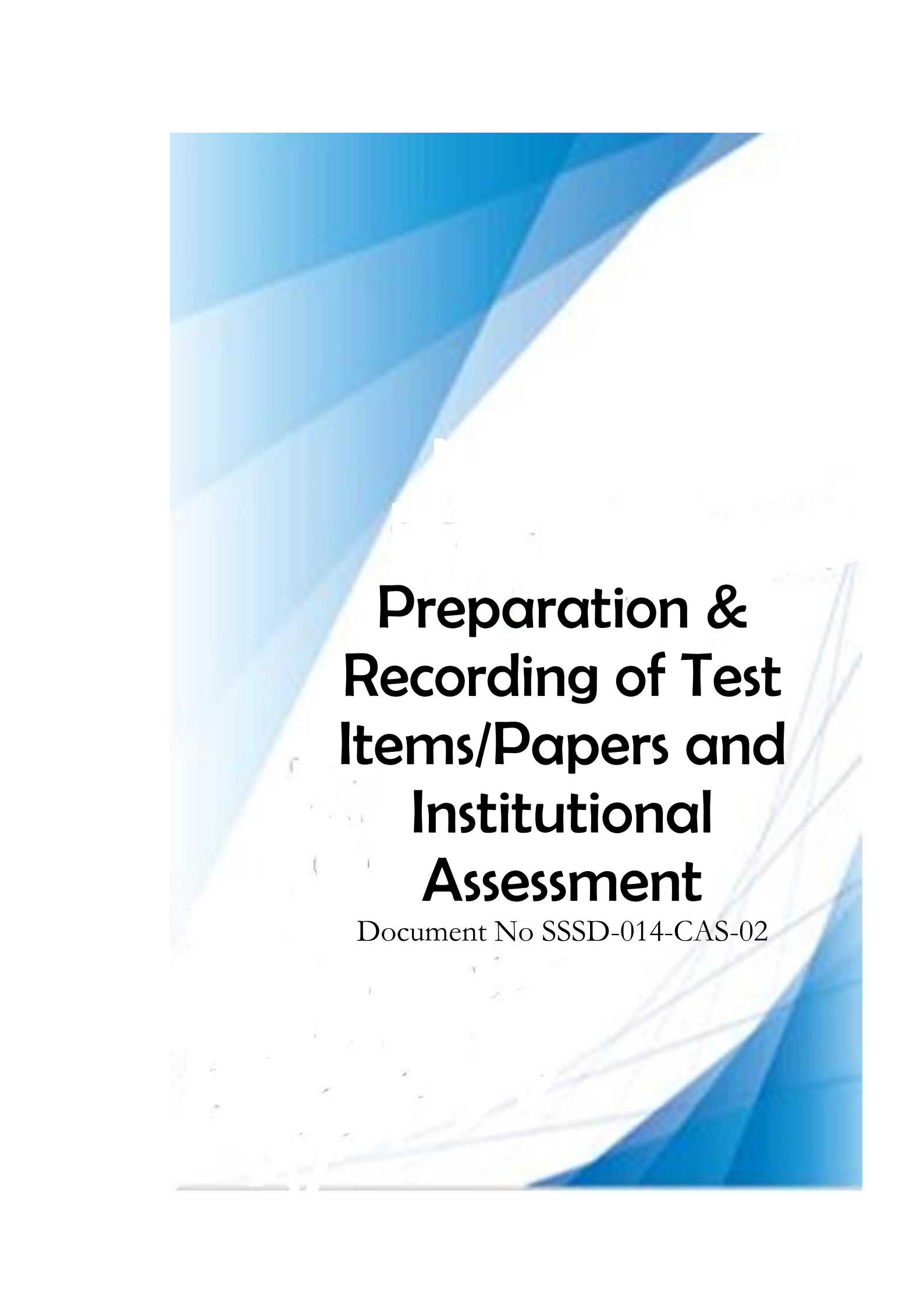
- | | |
|-------------------|-------------------|
| 1. _____
_____ | 3. _____
_____ |
| 2. _____
_____ | 4. _____
_____ |

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Grading Sheet

Name of Students	Unit of Competency	Module Title	Performance (Skills) 70 %	Knowledge 30 %	Rating	Parameter

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Preparation & Recording of Test Items/Papers and Institutional Assessment

Document No SSSD-014-CAS-02

OAIS Policies and Procedures

1.0. Purpose, Scope and Terminology

1.1. Purpose

The documentation of procedures provides the framework for the development of procedures and work instruction covering the presentation of examination and the recording of test items and test papers

1.2. Scope

The documentation procedures will covers all procedures and work instruction that are prepared and intended to form part of the preparation of examination as well as checking/scoring, grading, recording and releasing of grades / rating to learner.

1.3. Terminology

1.3.1. Instructor – refers to person who prepares major examination/test as well as checks/scores, and record test items

1.3.2. Vocation Instructor Supervisor (VIS) – refers to the person who reviews and approves the accomplished grading sheets.

1.3.3. Student/Examinees – refers to the learners who are taking the test/examination

1.3.4. Major Examinations – refer to all competency assessment, which includes written and skills and shall involve every unit of competency covered

1.3.5. Document Controller (DC) – refers to a person who will receive and assign document control number

1.3.6. Registrar – refers to a person who will release grades to students upon request

2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of the Procedures

The Vocational School, Administrator is responsible in ensuring this procedure is maintained at the school level. The VIS shall give recommendations to the Vocational School Administrator pertaining to the review and revision of this procedure

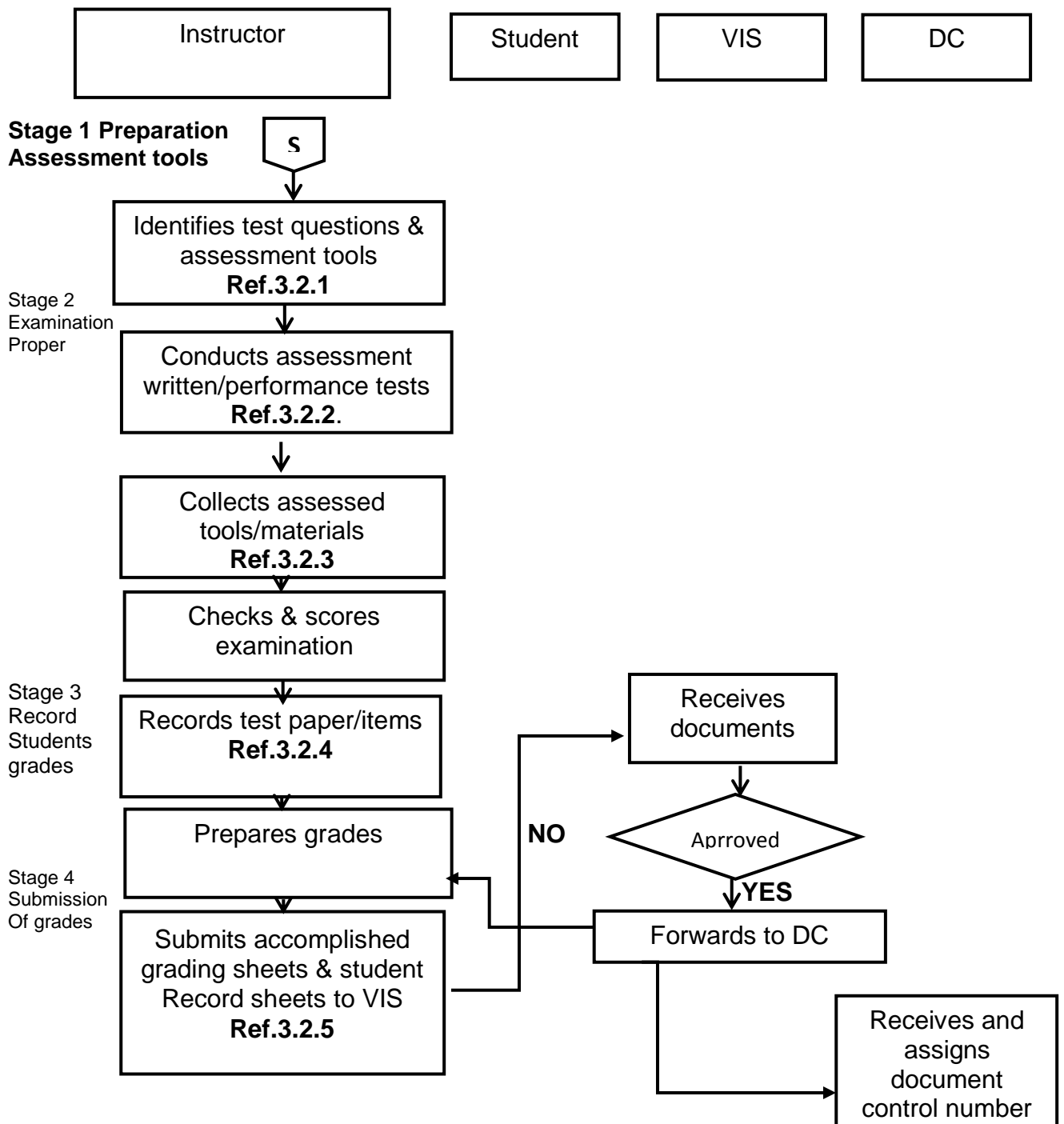
2.2. Responsibility for the Implementation of the Procedure

The implementation of the procedures is the responsibility of the instructors in the preparation of assessment, checking, scoring and recording of test paper/ items

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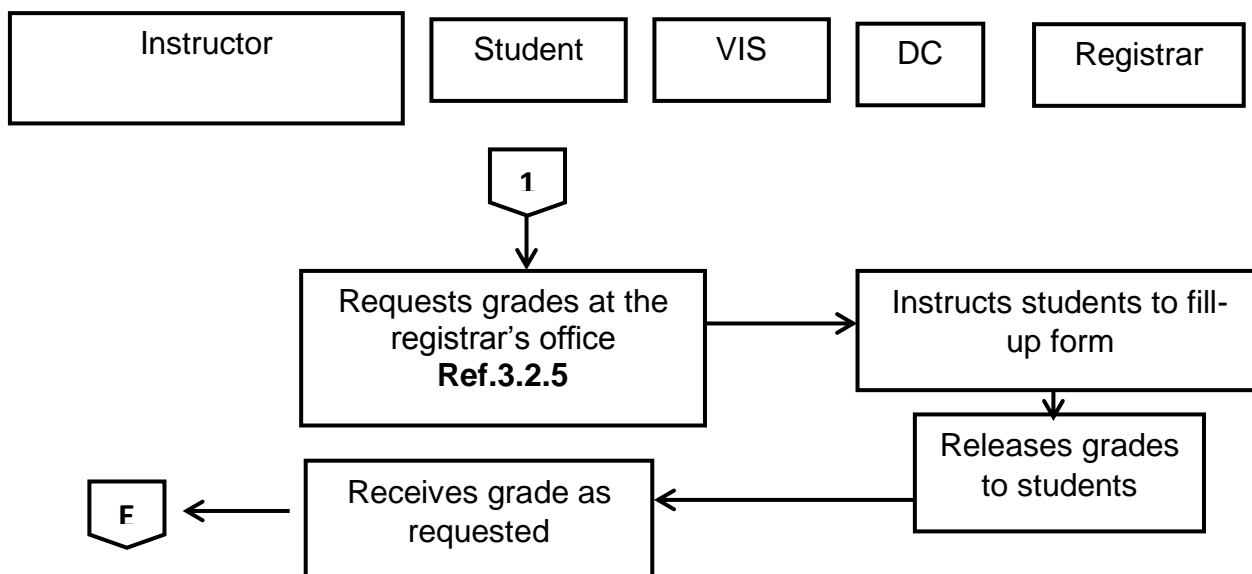
3.0. Procedures

3.1. Flowchart



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Stage 5 Requesting of Grades



3.2. Documentation

Stage 1. Preparations of Assessment Tools

3.2.1 Identifies Test Questions & Assessment Tools	Forms	Time Frame	Inputs to Procedure
The Instructor will: <ul style="list-style-type: none"> Identify/ prepare questions based on competencies to be assessed for both written and skills/actual test Identify evidence plan checklist, observation & Questioning checklist and underpinning knowledge questioning for oral test after skills assessment 	WA Form 01 PTS Form 01 EVP Form 01 OQC Form 01 UKQC Form 01	5 Day	Written & skills assessment tools

Stage 2. Examination Proper

3.2.1 Conduct Assessment	Forms	Time Frame	Inputs to Procedure
The Instructor will: <ul style="list-style-type: none"> Distribute test paper or performance task sheet Identify evidence plan observation and questioning checklist based on identify competency skills be performed and assessed Conduct oral examination using identified assessment tools 		5 Day	

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3.2.1 Collects Assessed Tools/ Materials	Forms	Time Frame	Inputs to Procedure
<p>The Instructor will:</p> <ul style="list-style-type: none"> • Conduct and assessed assessment tools • Check & score test paper, performance task sheet, observation & questioning checklist & underpinning Knowledge Questioning Checklist • Refer rating scales in scoring performance task • Compute grades <ul style="list-style-type: none"> ○ Refer to transmutation tables (knowledge & performance Assessments) ○ Solve the percentage equivalent of performance and written assessments as shown in student class record 	<p>AK Form 01</p> <p>RS Form 01</p> <p>TT Form 01 TT Form 02</p> <p>SCR Form 01</p>	<p>20 min.</p> <p>5 days</p> <p>5 days</p>	<p>Instructor is knowledgeable in assessing student competence</p> <p>Instructor is knowledgeable in computing APT grades</p>

Stage 3. Record Student Grades

3.2.4 Records Test Paper/ Item			
<p>The instructor will:</p> <ul style="list-style-type: none"> • Record grades • Accomplish grading sheet & student record sheet 	<p>GS Form 01 SRS Form 01</p>	<p>3 days</p>	

Stage 4. Submission of Grades

3.2.5 Submits Grades			
<p>The instructor will:</p> <ul style="list-style-type: none"> • Submit grading sheets & students record sheets to VIS for review <p>The VIS will:</p> <ul style="list-style-type: none"> • Review grading sheets & students record sheet • Return to instructor for rechecking, if disapproved • Forward grading sheets to DC & student record sheet, if approved <p>The document controller will:</p> <ul style="list-style-type: none"> • Receive and assign document control number 		<p>1 hr.</p> <p>3 days</p> <p>1 day</p>	

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Stage V Students Request Grades

3.2.4 Requests Grades	Forms	Time Frame	Inputs to Procedure
The student will: <ul style="list-style-type: none"> Request grades from the registrar 		30 mins	
The registrar will: <ul style="list-style-type: none"> Instruct students to fill-up request form for grades release 		10 mins	
The student will: <ul style="list-style-type: none"> Fill-up request form Submit to registrar 		15 mins	
The registrar will: <ul style="list-style-type: none"> Release grades 	EGR Form 01	10 mins	

4.0. Forms

WA Form 01	- Test Paper
PTS Form 01	- Performance Task Sheet
EVF Form 01	- Evidence Plan
OQC Form 01	- Observation and Questioning Checklist
UKQC Form 01	- Underpinning Knowledge and Questioning Checklist
AK Form 01	- Answer Key
RS Form 01	- Rating Scale
TT Form 01	- Transmutation Table (Knowledge)
TT Form 02	- Transmutation Table (Performance)
SCR Form 01	- Student Class Record
GS Form 01	- Grading Sheet
SRS Form 01	- Student Record Sheet
EGR Form 01	- Examination Grade Request Form

5.0. Related Information

Grading System

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Area/Subject)

WRITTEN ASSESSTMENT

Module Title: _____

Name: _____ Year: _____ Score: _____ Rating: _____

Test I – (Instructions) _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Test II. (Instructions)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Test III. (Instructions)

Test IV. (Instructions)

Prepared by:

 Instructor

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PERFORMANCE TASK SHEET

Qualification: _____
Module Title: _____
Learning Outcome: _____
Resource & Materials: _____
Performance Measure: _____
Assessment Procedure: _____

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EVIDENCE PLAN

Candidate Name:			
Competency Standard			
Unit of Competency			
Ways in which evidence will be collected (tick in column)			
The evidence must show that the candidate	Written	Demonstration	Oral Questioning
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			

Note:* Critical aspects of competency

Prepared by :		Date :	
Checked by :		Date:	

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OBSERVATIONN AND QUESTIONING CHECKLIST

Candidate Name :		
Assessor Name:		
Assessment Centre:		
Competency Standards		
Unit of Competency		
Instructions for the assessor :		
<ol style="list-style-type: none"> 1. Observe the candidate delivering a presentation_____ 2. Describe the assessment activity and the date on which it was undertaken 3. Place a tick in the box to show that the candidate completed each aspect of the activity to the standard expected in the enterprise 4. Ask the candidate a selection of the questions from the attached list to confirm his/her underpinning knowledge 5. Place a tick in a box to show that the candidate answered the questions correctly 6. Complete the feedback sections of the form 		
Date of observation		
Description of assessment activity		
Location of assessment activity		
The candidate		If yes tick the box
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
•		<input type="checkbox"/>
Did the candidate overall performance meet the standard?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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UNDERPINNING KNOWLEDGE QUESTIONING CHECKLIST

Candidate Name: _____
 Assessor Name: _____
 Assessment Centre: OAIS



OAIS



TESDA

QUESTIONS

Questions to probe the candidate underpinning knowledge	Satisfactory response	
Extension Questions	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Safety Questions		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Reflectionns Questions		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Infrequent Questions		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Regulations and Code of Practice : <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
Feedback to candidate		
General comments[strengths/improvements needed]		
Candidate Signature: _____		Date: _____
Assessors Signature _____		Date: _____

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RATING SCALE**DIRECTION:**

Evaluate the students using the rating scale below and check the appropriate number to indicate the degree of Competency achieved. The numerical ratings of 4, 3, 2, 1 & 0 shall be used to indicate the level of student performance for each of the task listed above. The written test score line is provided for optional teacher use

Rating Scale

- 4- Skilled – can perform independent with no additional training.
- 3- Moderately Skilled – has performed independently during the training. Limited additional training may be required.
- 2- Limited Practice- Has practiced during training program; additional training is required to developed skills
- 1- Exposure only – general information provided with no practice, close supervision needed & additional training required.
- 0- No Exposure – no information nor practice provided during training program, complete training required

Under CBC for the course Animal Production Technician (NC II leading to NC III) the grading system shall be based primarily in the performance the learners execute for both practical and knowledge requirement under the different learning work stations per unit of competency of the whole program. Thus, below are the parameters in the determination of the grades whether it is competent or not competent

- Competent
 - learners at least get a passing of 60% of the total based on the rating scale use per unit of competency for the knowledge assessment
 - Learners must at least get a passing rate of 70% of the total based on the rating scale used per unit of competency for the skills assessment
 - Learners final rating will be 70% from the skills assessment rating and 30% from the knowledge assessment rating
- Not Competent - failure to meet the desired [passing rate for either the knowledge or skills assessment both.

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Grading System

For Knowledge Assessment
(At least 60% passing of the total score)

GRADE	EQUIVALENT	RATING SCALE	COMPETENT / NOT YET COMPETENT
1.0	99-100	4	Competent
1.25	96-98		Competent
1.5	93-95		Competent
1.75	90-92	3	Competent
2.0	87-89		Competent
2.25	84-86		Competent
2.5	81-83	2	Competent
2.75	78-80		Competent
3.0	75-77	1	Competent
4.0	70-74	0	Not Competent
DR			Dropped

For Skills Performance
(At least 70% passing of the total score)

GRADE	EQUIVALENT	RATING SCALE	COMPETENT / NOT YET COMPETENT
1.0	99-100	4	Competent
1.25	96-98		Competent
1.5	93-95		Competent
1.75	90-92	3	Competent
2.0	87-89		Competent
2.25	84-86		Competent
2.5	81-83	2	Competent
2.75	78-80		Competent
3.0	75-77	1	Competent
4.0	70-74	0	Not Competent
DR			Dropped

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TRANSMUTATON TABLE
For Knowledge Assessment
(At least 60% passing f the Total Score)

100	-	100
98.4-99.9	-	99
96.8-98.3	-	98
95.2-96.7	-	97
93.6-95.1	-	96
92.0-93.5	-	95
90.4-91.9	-	94
88.0-90.3	-	93
87.2-88.7	-	92
85.6-87.7	-	91
84.0-85.5	-	90
82.4-83.9	-	89
80.8-82.3	-	88
79.2-80.7	-	87
77.6-79.1	-	86
76.0-77.5	-	85
74.4-75.9	-	84
72.8-74.3	-	83
71.2-72.7	-	82
69.6-71.1	-	81
68.0-69.5	-	80
66.4-67.9	-	79
64.8-66.3	-	78
63.2-64.7	-	77
61.6-63.1	-	76
60-61.5	-	75
Below 60	-	failure / not competent

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TRANSMUTATON TABLE
 For Skills Performance
 (At least 70% passing f the Total Score)

100	-	100
98.4-99.9	-	99
96.8-98.3	-	98
95.2-96.7	-	97
93.6-95.1	-	96
92.0-93.5	-	95
90.4-91.9	-	94
88.0-90.3	-	93
87.2-88.7	-	92
85.6-87.7	-	91
84.0-85.5	-	90
82.4-83.9	-	89
80.8-82.3	-	88
79.2-80.7	-	87
77.6-79.1	-	86
76.0-77.5	-	85
74.4-75.9	-	84
72.8-74.3	-	83
71.2-72.7	-	82
69.6-71.1	-	81
68.0-69.5	-	80
66.4-67.9	-	79
64.8-66.3	-	78
63.2-64.7	-	77
61.6-63.1	-	76
60-61.5	-	75
Below 60	-	failure / not competent

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STUDENT RECORD SHEET

		Task commence		Task Complete
--	--	---------------	--	---------------

Learners Name	Evidence plan against the Learning Outcome									
1.										
2.										
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OAIS QA SYSTEM	Procedure on the Preparation & Recording of Test Items /Test Paper and Institutional Assessment	Document No. SSSD-014-CAS-02	
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ACHIEVEMENT CHART

DRESSMAKING NC II

BANK OF TRAIN EXES	1. DRAFT AND CUT PATTERNS FOR CASUAL APPAREL		2. PREPARE AND CUT MATERIALS FOR CASUAL APPAREL		3. SEW CASUAL APPAREL		4. APPLY FINISHING TOUCHES		REMARKS
	1.1) In. Garment Outline	1.2) Laying Materials for Apparel	2.1) Prepare Pattern (if applicable)	2.2) Layout and Mark Pattern on Materials	3.1) Prepare Cut Piece	3.2) Sew Machine for Operation	4.1) Apply Finishing Touches	4.2) Trim Excess Fabric	
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TRAINING DURATION: 240 HOURS

DATE STARTED: _____

TRAINER: ESTRELLA P. AGOT

DATE: _____

OAS QA SYSTEM	Procedure on the Preparation & Recording of Test Items /Test Paper and Institutional Assessment	Document No. SSSD-014-CAS-02	
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PROGRESS CHART DRESSMAKING NC II

NO.	NAME OF TRAINEES	DRAFT AND CUT PATTERN FOR CASUAL APPAREL					PREPARE AND CUT PATTERN FOR CASUAL APPAREL			SEW CASUAL APPAREL				APPLY FINISHING TOUCHES				REMARKS
		1.1 Plan garment design	1.2 Take client's body measurements	1.3 Draft basic/block pattern	1.4 Manipulate pattern	1.5 Cut final pattern	2.1 Prepare materials (Fabric)	2.2 Lay-out and mark pattern on material	2.3 Cut materials	3.1 Prepare cut parts	3.2 Prepare sewing machine for operation	3.3 Sew and assemble garment parts	3.4 Alter completed garment	4.1 Apply finishing touches	4.2 Trim excess threads	4.3 Press finished garment	4.4 Package finished garments	
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TRAINING DURATION:		240 HOURS					DATE STARTED											
TRAINER:		ESTRELLA P. AGOT					DATE FINISHED											

OAIS QA SYSTEM	Preparation & Recording of Test Items /Test Paper and Institutional Assessment	Document No. SSSD-014-CAS-02	
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Issuance of Certificate of Completion Transcripts of Records & Other Records

Document No. SSSD-015-COC-01

OAIS Policy and Procedures

Procedure in the Issuance of Certificate of Completion, Transcript of records (TOR) & other Records

1.0. Purpose, Scope & Terminology

1.1. Purpose

This procedure aims to provide the steps on the release of certificate of completion, Transcript of Records, and other records, this also implies to ensure that the students/trainee has been cleared of all accountabilities

1.2. Scope

The procedure covers from the issuance of Certificate of Completion

1.3. Terminology

- 1.3.1. Enrolment Report (ER)- refers to the enrolment list of students/trainees
- 1.3.2. Terminal Report (TR) – refers to the graduates list of student/trainees who complied all required competencies
- 1.3.3. Certificate of Completion (COC) –refers to the document issued to the graduates as proof of completion of the requirements of a particular course
- 1.3.4. Certificate of Achievement (COA) – refers to the document issued to the trainees as proof of completion of the one or more unit of competencies assessed
- 1.3.5. Transcript of Records (TOR) – refers to the document issued to the student which reflects the subject taken with ratings and parameters
- 1.3.6. Competency – involves successful work performance, which comprises four dimension such as, task skills, task management skills, contingency management skills, and job role environment skills
- 1.3.7. Student/Trainee – refers to the person who compiled the necessary competency requirements
- 1.3.8. Adviser – person advising students, affix his/her signature in students clearance when the later are cleared from accountabilities in his/her area of responsibility
- 1.3.9. Librarian – custodian of the library, who will signs student clearance of student are cleared from borrowing books and other properties in the library.

OAIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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- 1.3.10 Cashier – personnel of the school who is responsible in receiving and recording of payments made by its customers
- 1.3.11 Registrar – refers to school personnel assigned for the control and safekeeping of students’ records and documents. She is also responsible in the preparation of student records for issuance to requesting student/trainee
- 1.3.12 Registrar – refers to school personnel assigned for the control and safekeeping of students’ records and documents. She is also responsible in the preparation of student records for issuance to requesting Student /trainee
- 1.3.13 Vocational Instruction Supervisor (VIS)- the immediate supervisor of the instructor who is responsible in reviewing document prepared by the registrar and forwards the same to VSA for signature
- 1.3.14 Vocational School Administrator (VSA) – head of the School who will sign requested certificates signifying it as official document

2.0. Responsibility

2.1. Responsibility for the Authority & Maintenance of the Procedures

The Vocational school Administrator is responsible to ensure that this procedure is maintained at the school level.

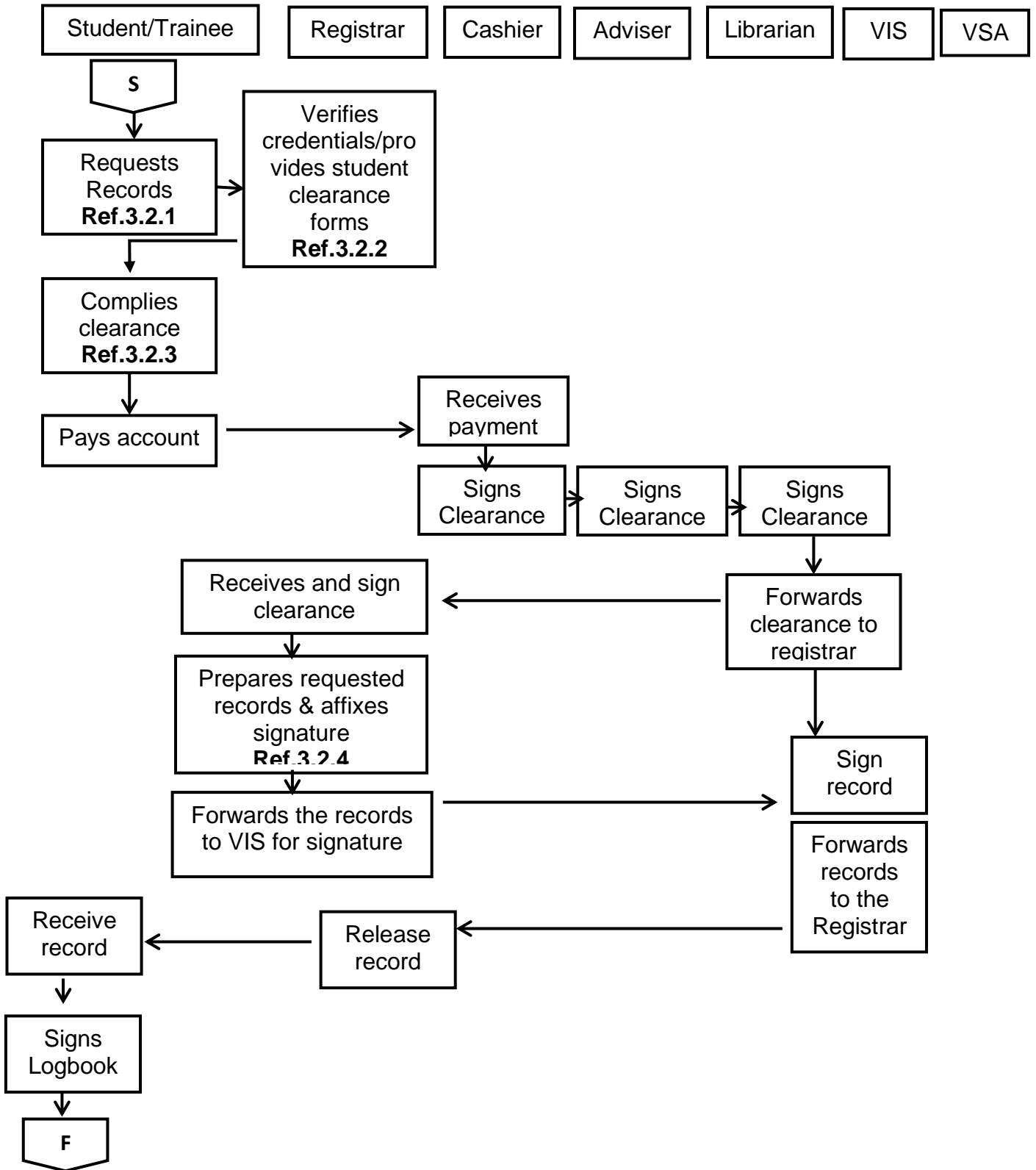
2.2. Responsibility for the Implementation of the Issuance of COC Procedures

The implementation is the responsibility of the Registrar

O AIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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3.0. Procedure

3.1 Flowchart



OAIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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3.2 Documentation

3.2.1 Requests Records	Form	Time Frame	Inputs to procedure
The student will: <ul style="list-style-type: none"> • Make requests • Secure clearance from the registrar office • Fill-up clearance form 	SCF 01	10 min	
3.2.2 Verification of credentials			
The registrar will: <ul style="list-style-type: none"> • Verify trainee/student if included in the enrolment/ graduates list 		15 min	

Stage 1. Request of Records

Stage 2. Students' compliance of clearance

3.2.3 Compliance of Clearance	Form	Time Frame	Inputs to procedure
The student will: <ul style="list-style-type: none"> • Secure signature indicated in the student clearance form • Pay to the cashier • Secure signature of adviser, librarian & Head Office • Submit duly accomplish clearance together with the O.R to the registrar Office. 		30 min	
3.2.4 Preparation of Requested Records			
The registrar will: <ul style="list-style-type: none"> • Prepare requested records <ul style="list-style-type: none"> ➢ Encode requested records ➢ Attach documentary stamps ➢ Affix school/office seal • Release the requested records The student will: <ul style="list-style-type: none"> • Receive requested records • Sign Logbook 	COC 01 COA 01 TOR 01 ICLB 01	30 min	

3.3 Work Instructions

3.4 Forms

- SCF 01 – Student Clearance Form
 COC 01 – Certificate of Completion
 COA 01 - Certificate of Achievement
 TOR 01 – Transcript of Records
 ICLB 01 – Issuance of Certificate/s Logbook

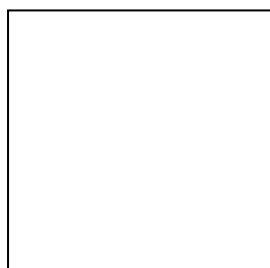
OASIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
		Issued by : JET	Date : 12-5-19
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OROQUIETAAGRO-INDUSTRIALSCHOOL

Villaflor, OroquietaCity

Official Transcript of Records



NAME : _____
 Course : _____
 Student ID Number : _____
 Address : _____
 Sex : _____
 Date of Birth : _____
 Date of Admission : _____

RECORDS OF PRELIMINARY EDUCATION

		School Year
Elementary	: _____	_____
Secondary	: _____	_____

Grading System :

(Effective School Year 2007-2008)

Grade	Equivalent	Rating Scale
1.0	- 99-100	} 4 - Skilled – can perform independently with no additional training.
1.25	- 96-98	
1.5	- 93-95	
1.75	- 90-92	} 3 - Moderately skilled – has performed independently during the training. Limited additional training may be required.
2.0	- 87-89	
2.25	- 84-86	
2.5	- 81-83	} 2. - Limited Practice – has practice during training program; training is required to develop skills.
2.75	- 78-80	
3.0	- 75-77	} 1 - Exposure only – general information provided with no practice, close supervision needed and additional training required.

Competency-Based Grade

75 - 100 = Competent

74 - below = Not Yet Competent

Graduated with a Course of : _____

OROQUIETA AGRO-INDUSTRIAL SCHOOL is a government institution; hence, it does not issue special order to its graduates. The transcript of records or the certificate is a sufficient proof of his/her having graduated from this institution

Remarks : _____

Date Issued : _____

**Not valid without
 School Seal**

Prepared by:

ARYEL P. NARANJO

IT Technician

JULIET E. TUMALE

Registrar III

OAIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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Republic of the Philippines
Technical Education and Skills Development Authority
 Region 10
OROQUIETAAGRO-INDUSTRIALSCHOOL
 Villaflor, OroquietaCity



Official Transcript of Records

Page 2 of 2 pages

Name : _____

Course : _____

Subject Code	Unit Code	Descriptive Title of Competency	Grades		Rating Scale	Credit Units
			Numerical	Competency Based		

Certification:

I hereby certify that the attached records of _____ has been verified by me, and that the true copies of the official records substantiating the same are kept in the files of our school.

Date Issued : _____

Not valid without

School Seal

Prepared by:

ARYEL P. NARANJO

IT Technician

JULIET E. TUMALE

Registrar III

OAIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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Republic of the Philippines

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Presents this

Certificate No. _____

Certificate of Training

to

**UNITS OF COMPETENCIES
COMPETENCIES COMPLETED**

Basic:

*
*
*
*

Common:

*
*

Core:

for having satisfactorily completed the program in

Qualification

(**hours**)

From _____ to _____

Conducted by

OROQUIETA AGRO-INDUSTRIAL SCHOOL

Villaflor, Oroquieta City, Misamis Occidental



Given this _____ day of _____

SEC. ISIDRO S. LAPENA, PhD., CSEE

Director General

VERGIE A. DELA TORRE

Instruction/Training Supervisor

OAIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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OROQUIETA AGRO-INDUSTRIAL SCHOOL
Villaflor, Oroquieta City

STUDENT CLEARANCE

Date: _____

This is to certify that name/s appeared herein is cleared from all money and property responsibility of the school.

Name: _____

Course/ Qualification: _____

ID No.: _____

School Year / Semester: _____

Contact Number: _____

Signature

Adviser/Trainer: _____

Shop/Laboratory: _____

Computer Laboratory: _____

Library: _____

Guidance: _____

Registrar: _____

Collecting Officer: _____

Recommending Approval:

VERGIE A. DELA TORRE
VIS Designate

Approved by:

LEE R. CATANE
Vocational School Administrator II

O AIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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Technical Education and Skills Development Authority
 Region 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Oroquieta City

Registrar’s Office

MONITORING OF RELEASED OF TRAINING CERTIFICATES

NO.	DATE	FAMILY NAME	FIRST NAME	M.I.	COURSE	CONTACT NO.	SIGNATURE	ADDRESS

O AIS QA SYSTEM	Procedure in the Issuance of COC, TOR & other Records	Document No. SSSD-015-COC-01	
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Re-issuance of Lost/Damaged Certificate/ Transcript of Records

Document No. SSSD -016-TOR-01

OAIS Policy and Procedures

Procedure in the Re-Issuance of Lost/ Damaged Certificate /Transcript of records

1.0. Purpose, Scope & Terminology

1.1. Purpose

This procedure aims to provide steps on the re-issuance of lost/ damaged certificate and transcript of records

1.2. Scope

The procedure covers the re-issuance of lost/damaged certificate/transcript of records

1.3. Terminology

1.3.1. Affidavit of loss – document issued by a legal counsel certifying the loss and damaged of documents

1.3.2. Transcript of records (TOR) – refers to the document issued to the student which reflects the subject taken with ratings and parameters

1.3.3. Certificate of Achievement – certificates issued to learner after complying one or more competencies required to complete the course

1.3.4. Student/trainee – refers to the person who undergoes training and complied necessary competency requirements

1.3.5. Cashier – personnel of the school who is responsible in receiving and recording of payments made by its customer/s

1.3.6. Registrar – refers to the school personnel assigned for the control and safekeeping of student records and documents. She is also responsible in the preparation of records for issuance to requesting student/trainee.

2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of the Procedures

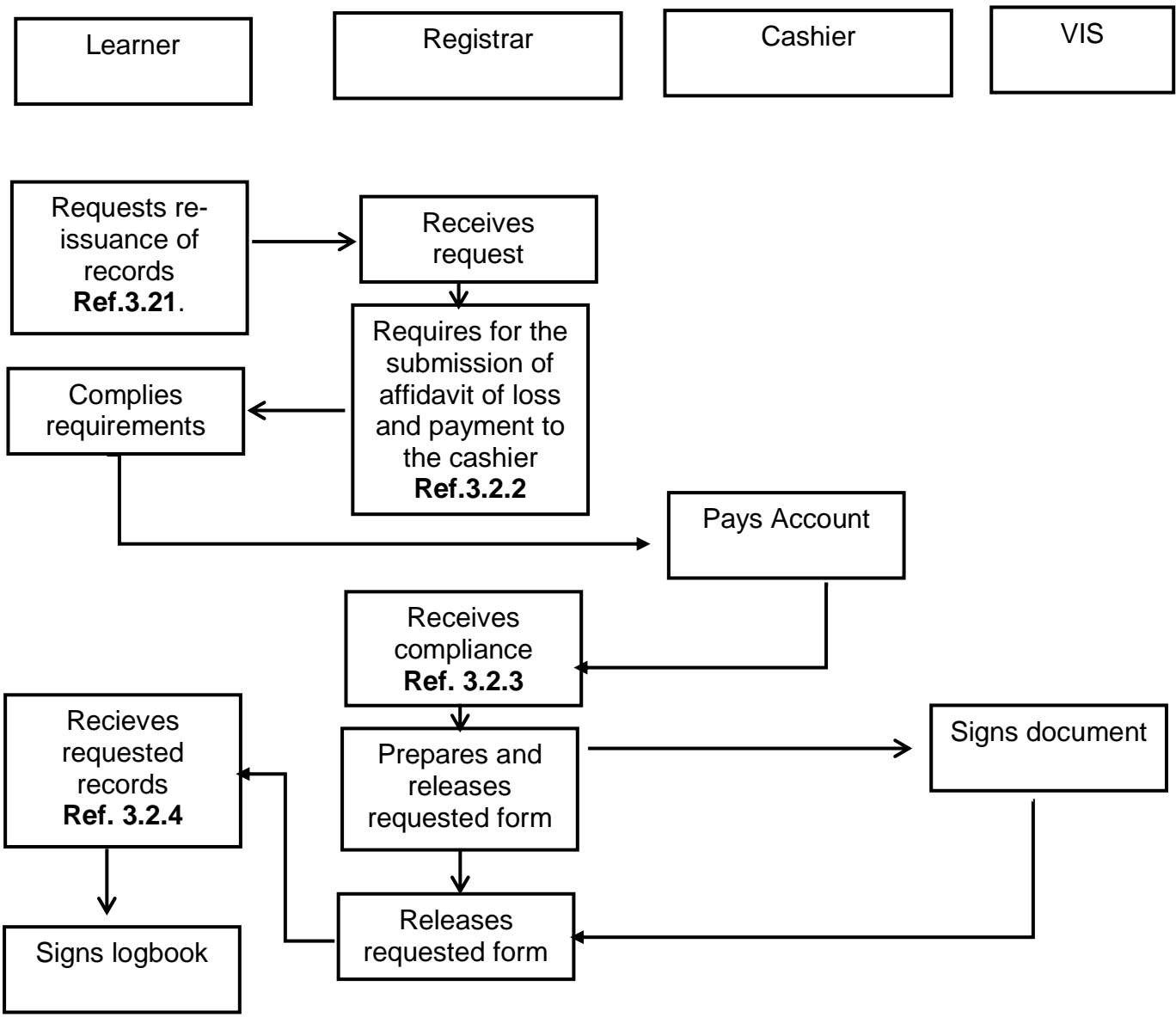
The VSA is responsible to ensure that this procedure is maintained at the school level.

2.2. Responsibility for the Implementation of Re-Issuance of Lost /Damaged Certificate/Transcript of Records

The registrar, is held responsible in the implementation of the procedure

OAIS QA SYSTEM	RE-Issuance of Lost/Damage Certificate/ Transcript of Records	Document No. SSSD -016-TOR-01	
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3.0 Procedures
3.1. Flowchart



OAIS QA SYSTEM	Re-Issuance of Lost/Damage Certificate/ Transcript of Records	Document No. SSSD -016-TOR-01	
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3.2 Documentation

3.2. Request of Records for Re-issuance	Forms	Time Frame	Inputs to Procedure
The learner will” <ul style="list-style-type: none"> • Make requests • Fill-up request form • Submit to the registrar 	RRSC FORM 01	10 mins. 1 day	
3.2.2 Compliance for Re-Issuance			
Registrar will: <ul style="list-style-type: none"> • Advise to secure affidavit of loss • Request learner to pay to the cashier Learner will: <ul style="list-style-type: none"> • Comply the requirements 	Affidavit of loss	10 mins	Re-Issue Records
3.2.3 Receiving of Compliance requirements			
Registrar will: <ul style="list-style-type: none"> • Receive compliance requirements • Prepare requested records • Encode • Attached documentary stamp • Affix school seal • Submit to the VSA for signature • Release requested Form 		30 min	
3.2.4 Receives Requested Forms			
Registrar will: <ul style="list-style-type: none"> • Release requested form Learner will: <ul style="list-style-type: none"> • Receiving requested form • Sign logbook 	RCLB Form 01	30 min.	

3.3. Work Instructions

4.0. Forms

RRSC Form 01 – Requested Form for Re-Issuance of School credentials
(TOR, Certificate of Good Moral Character)

RCLB Form 01 – Re-Issuance of Certificates/s Logbook

5.0. Related Information

OAIS QA SYSTEM	RE-Issuance of Lost/Damage Certificate/ Transcript of Records	Document No. SSSD -016-TOR-01	
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Republic of the Philippines
 Technical Education and Skills Development Authority
 Region – 10
 Oroquieta Agro-Industrial School
 Purok 3, Villaflor, Oroquieta City

Request for Re-issuance of School Credential

Name: _____ Course: _____
 Address: _____ School Year: _____
 Class Adviser: _____ Date Filed: _____

Type of Document:	Please Check
Transcript of Records	<input type="checkbox"/>
Certificate of Training/Diploma	<input type="checkbox"/>
Certificate of Good Moral Character	<input type="checkbox"/>
Others	<input type="checkbox"/>

Requirements for Re-issuance

Affidavit of Loss	<input type="checkbox"/>
Identification Card (any)	<input type="checkbox"/>

Schedule of Release: _____

Noted:

 Record in -Charge

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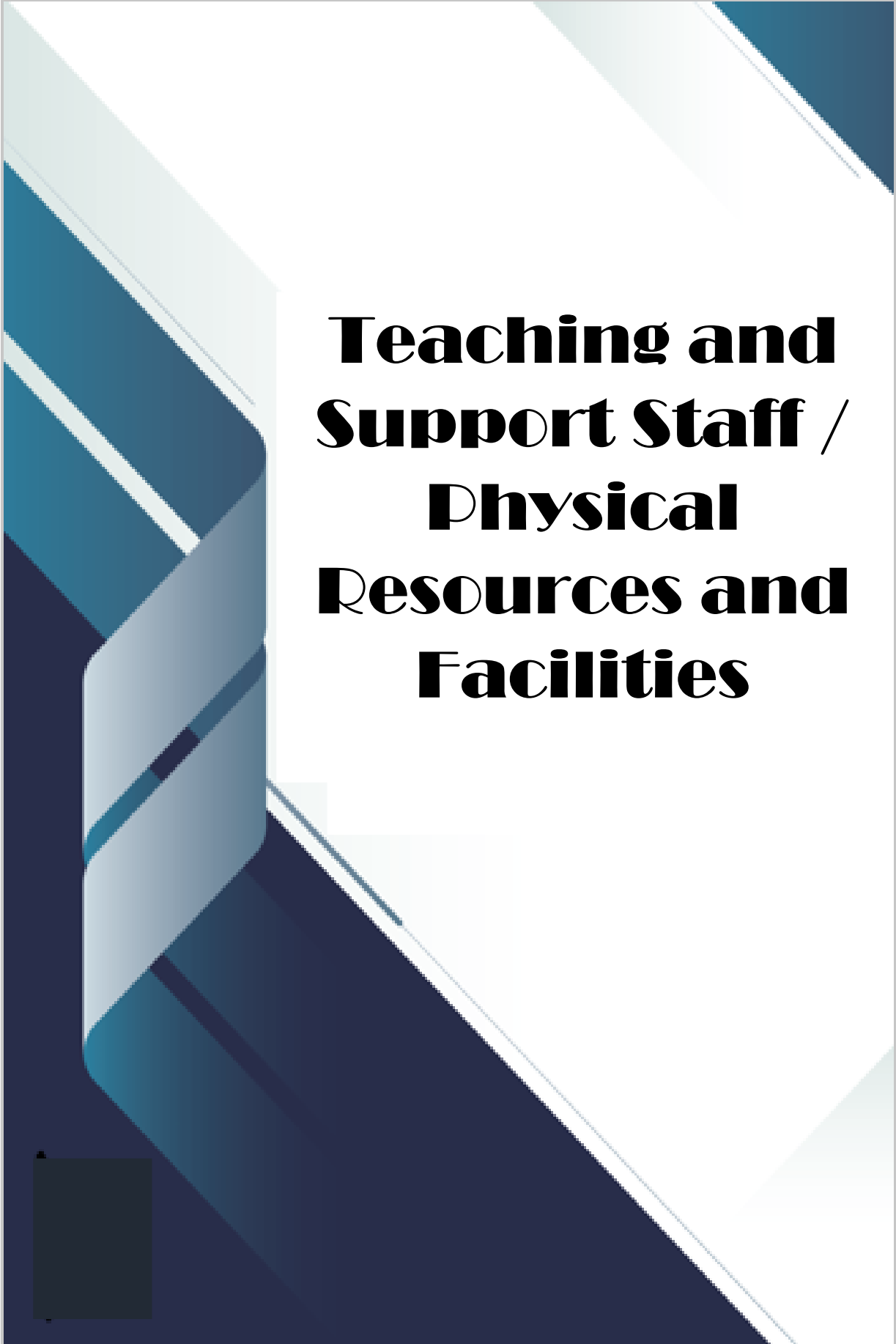
**Technical Education and Skills Development Authority
Region 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
Oroquieta City**

Registrar's Office

MONITORING OF RELEASED OF TRAINING CERTIFICATES

NO.	DATE	FAMILY NAME	FIRST NAME	M.I.	COURSE	CONTACT NO.	SIGNATURE	ADDRESS

O AIS QA SYSTEM	RE-Issuance of Lost/Damage Certificate/ Transcript of Records	Document No. SSSD -016-TOR-01	
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**Teaching and
Support Staff /
Physical
Resources and
Facilities**



Selection and Hiring of New Faculty

Document No. ICB-017-HRD-01

OAIS Policy and Procedures

Procedure in Selection and Hiring of New Faculty

1.0 Purpose, Scope and Terminology

1.1 Purpose

This procedure aims to provide a guideline in the process of selecting and Hiring of new faculty in OAIS

1.2 Scope

The procedure covers the following:

- a. Publication of vacant position with CSC per Republic Act 7041
- b. Acceptance of applicants
- c. Evaluation of applicants supporting document
- d. Screening of applicants (written & oral)
- e. Submission of selection line-up to the school Personnel Selection Board (PSB)
- f. Deliberation of the School Personnel Selection Board
- g. Notification of all applicants of the results of the preliminary evaluation
- h. Processing and approval of appointment

1.3 Terminology

- 1.3.1. Publication – refers to the dissemination of the vacancy in the Bulletin of Vacancies in the Civil Service Commission Office
- 1.3.2. School PSB – a body created by the Administrator of the Institution to evaluate the qualification of the applicant
- 1.3.3. Qualification Standard (QS) - refer to the qualification standards set forth by the Civil Service Commission as basis for recruitment of the different positions
- 1.3.4. Bulletin of Vacancies – list of vacant positions in all government agencies.
- 1.3.5. Vocational School Administrator (VSA) – head of the school who will review and signifies recommending approval of the appointment of new faculty.
- 1.3.6. Civic Service Commission (CSC) – refers to the government authority in -charge in the review and attestation of appointments of new government employees.

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1.3.7 Applicant – refers to the person who wishes to apply for a vacant position of the School.

1.3.8 Administrative Officer (AO) – is the immediate contact of an applicant from the time he/she applied for a vacant position

1.3.9 Regional Office (RO) – considered as the administrative center of a particular bureau based at the regional capital responsible in the approval of the appointment of the new personnel

2.0 Responsibility

2.1 Responsibility for the Authority and Maintenance of the Procedures

the Administrator of the institution is responsible in ensuring that this procedure is maintained and make review of the procedure as required

2.2 Responsibility for the implementation of the Hiring Procedures

The Administrator, Administrator Officer and the School Selection Board are responsible in overseeing the implementation of this procedure.

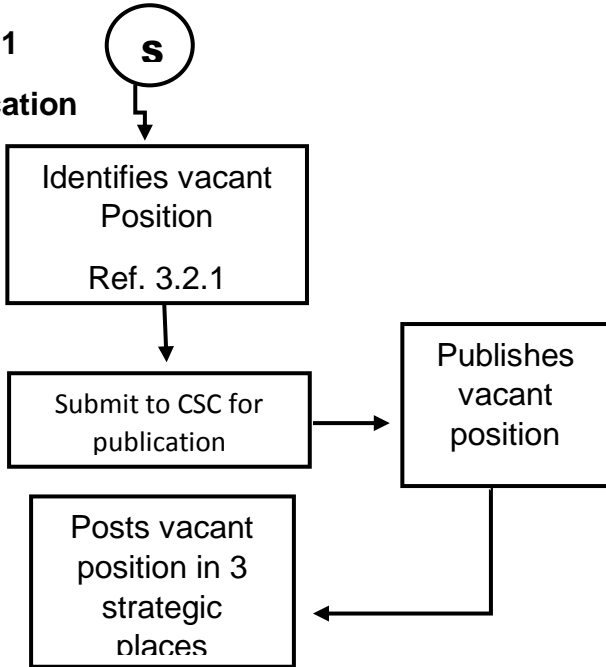
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3.0. Procedures
3.1 Flowchart



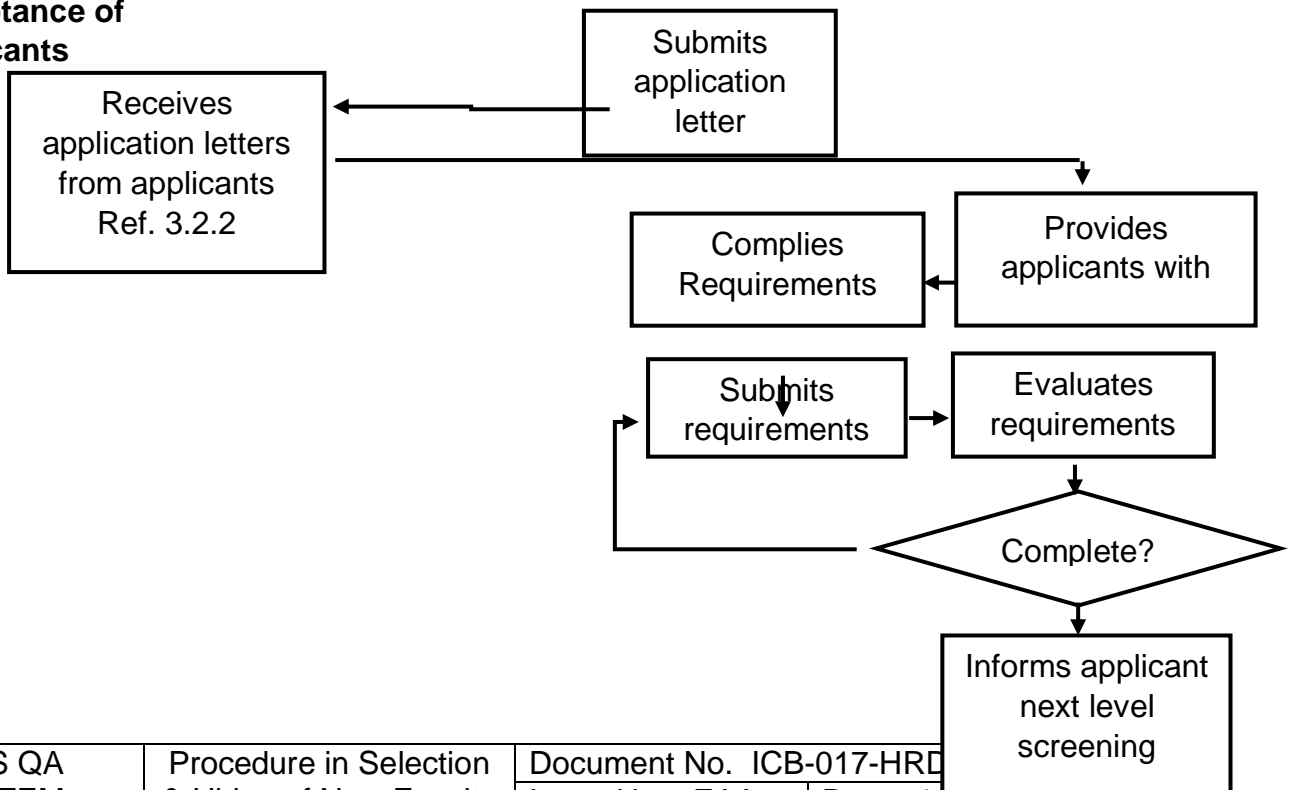
Stage 1

Publication



Stage 2

Acceptance of Applicants



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3.2 Documentation

Stage 1 Publication of Vacant Position

3.2.1 Identifies Vacant Position	Forms	Time Frame	Inputs to Procedure
<p>The VSA will:</p> <ul style="list-style-type: none"> • Identify vacant position and the institutional requirements • Request CSC to publish vacant position with the following requirements: <ol style="list-style-type: none"> a. Degree holder b. Major course c. Number of years' experience <p>The CSC will:</p> <ul style="list-style-type: none"> • Publish vacant position with specified requirements <p>The VSA will:</p> <ul style="list-style-type: none"> • Post vacant position in the : <ol style="list-style-type: none"> a. institution b. Public places 	HNF Form 01	<p>1 day</p> <p>2 days</p> <p>10 days</p>	<p>Request for publication</p>

Stage II Acceptance of Applicants

3.2.2 Receives application letters from applicants	Forms	Time Frame	Inputs to Procedure
<p>The Applicant will:</p> <ul style="list-style-type: none"> • Submit application letter <p>The VSA will:</p> <ul style="list-style-type: none"> • Receive application letter and forward to AO <p>The AO will:</p> <ul style="list-style-type: none"> • Provide requirements to the applicant <ol style="list-style-type: none"> a. Transcript of Records b. Personal Data Sheet c. Trainings/ Seminars Attended <p>The applicant will:</p> <ul style="list-style-type: none"> • Comply Form 212 – Medical Certificate and other requirements and submits to AO 		<p>1 Day</p> <p>1 Day</p> <p>2 days</p> <p>2 days</p> <p>1 Day</p>	

OAIS QA SYSTEM	Procedure in Selection & Hiring of New Faculty	Document No. ICB-017-HRD-01	
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Stage 3 Assessment and Evaluation

3.2.2 Recommends applicant to be appointed	Forms	Time Frame	Inputs to Procedure
--	-------	------------	---------------------

3.2.3 Schedule written test, Interview and teaching demonstration			
<p>The AO will:</p> <ul style="list-style-type: none"> • Schedule the following written examination/test <ol style="list-style-type: none"> a. Written examination b. Interview c. Teaching Demonstration • Set the following <ol style="list-style-type: none"> d. Time and date e. Venue f. Examination requirements g. Demonstration criteria <p>The PSB will</p> <ul style="list-style-type: none"> • Conduct written examination and request for individual teaching demonstration <p>The applicant will:</p> <ul style="list-style-type: none"> • Take the test • Perform teaching demo • Submit oneself for interview <p>The PSB will:</p> <ul style="list-style-type: none"> • Evaluate and ranks all applicants • Provide AO with copy of result <p>The AO will :</p> <ul style="list-style-type: none"> • Forward ranking result to the VSA <p>The VSA will</p> <ul style="list-style-type: none"> • Receives result on ranking 	HF Form 02	1 Day 1 day 1 day 1 day 1 day	Memo to PSB signed by the VSA

OAIS QA SYSTEM	Procedure in Selection & Hiring of New Faculty	Document No. ICB-017-HRD-01	
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<p>The VSA will:</p> <ul style="list-style-type: none"> Recommend applicant to be appointed and forward/submit to RO <p>The RO will:</p> <ul style="list-style-type: none"> Review and forward appointment to CSC for attestation Forward appointment to CSC for attestation <p>The CSC will:</p> <ul style="list-style-type: none"> Review the appointment papers Attest appointment papers and forwards documents to VSA If the CSC attest appointment papers, informs VSA If CSC does not does not attest appointment papers, returns document to RO. <p>The VSA will:</p> <ul style="list-style-type: none"> Inform appointed person to report for work <p>The applicant will:</p> <ul style="list-style-type: none"> Receive appointment papers 	<p>KSS Porma #33</p>	<p>2 Day 1 Day 3 Days 5 Days 1 Day</p>	
---	--------------------------	--	--

1.0 Work Instructions

2.0 Forms

- | | |
|------------------|---|
| HNF Form 01 | – List of Vacant position in Government |
| Form 212 | - Personal Data Sheet |
| CSC Form 211 | - Medical Certificate |
| HNF Form 02 | - Guide for Interview Assessment |
| KSS Porma Blg.33 | - Appointment Paper |

3.0 Related Information

- Section 6 of CSC-MC-20, s 2002
- CSC Res. # 021136, dated September 5, 2002

<p>OAIS QA SYSTEM</p>	<p>Procedure in Selection & Hiring of New Faculty</p>	<p>Document No. ICB-017-HRD-01</p>	
		<p>Issued by : EAA</p>	<p>Date : 10-24-03</p>
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HNF form 02
GUIDE FOR INTERVIEW ASSESMENT
(For Personality Traits and Characteristics)

Name: _____

		Maximum Number of Points	Points Earned
3.0 Traits			
VOICE and SPEECH			
	1		_____
Irritating or indistinct	0.2		
Understandable but rather unpleasant	0.4		
Neither conspicuously pleasant nor unpleasant	0.6		
Definitely pleasant and distinct	0.8		
Exceptionally clear and pleasing	1.0		
 APPERANCE			
	1		_____
Unprepossessing or unsuitable	0.2		
Creates' rather unfavorable impression	0.4		
Suitable and acceptable	0.6		
Creates' distinctively favorable impression	0.8		
Impressive commands admiration	1.0		
 ALERTNESS			
	2		_____
Slow in grasping obvious questions often misunderstands meaning of questions	0.25		
Slow to understand subtle points	0.5		
Nearly Grasps intent of interview questions	1.0		
Rather quick to grasping question and new ideas	1.5		
Exceptionally keen and quick to understand	2.0		
 ABILITY TO PRESENT IDEAS			
	2		_____
Confused and illogical	0.25		
Tends to scatter and become involved	0.5		
Usually gets his ideas across well	1.0		
Shows superior ability to express himself	1.5		
Unusually logical, clear and convincing	2.0		
 JUDGEMENT			
	2		_____
Notably lacking in balance and restraints	0.25		
Shows tendency to react impulsively and without restraint	0.5		
Acts judiciously or ordinary circumstances might be hasty	1.0		
Gives reassuring evidence of considered judgment	1.5		
Inspire unusual confidence inn probable soundness Of judgment	2.0		
Total Points Earned			_____

Name of Assessor: _____

Date of Assessment: _____

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Promotion of Personnel

Document No. ICB-018-HRD-02

OAIS Policies and Procedures

Promotion of Personnel

1.0. Purpose Scope and Terminology

1.1. Purpose

This procedure aims to provide a systematic and consistent approach in the promotion of personnel in the school

1.2. Scope

The procedures cover the selection, evaluation and appointment of personnel

1.3. Terminology

1.3.1. *Comparative Result* – a summary of evaluation results of examinations given to applicants

1.3.2. *Civil Service Commission (CSC)* – refers to the government authority in-charge in the review and approval of appointments of new government employees

1.3.3. *Applicant* – the person or personnel applying for the promotion

1.3.4. *Vocational school Administrator (VSA)* – head of the school who will review and signifies recommending approval of the appointment of new faculty

1.3.5. *Administrative Officer (AO)* – is the immediate contact of the applicant from the time he/she applied for a vacant position

1.3.6. *School PSB* – a body created by the Administrator of the Institution to evaluate the qualifications of the applicant

1.3.7. *Regional Office (RO)* – considered as the administrative center of a particular bureau based at the regional capital responsible; in the approval of the appointment of new personnel.

2.0. Responsibility

2.1. Responsibility for the Authority and Maintenance of the Procedures

The Vocational School Administrator will be the authority responsible for the installation and maintenance of the procedure at the school level

2.2. Responsibility for the Implementation of the Procedure

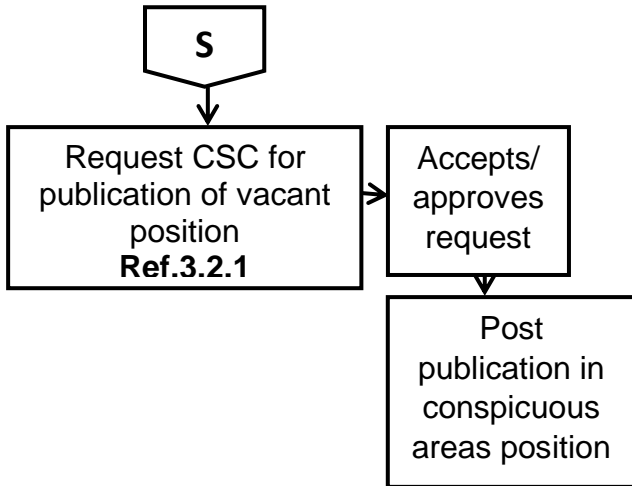
The administrative Officer will be the authority responsible for the implementation of the procedure

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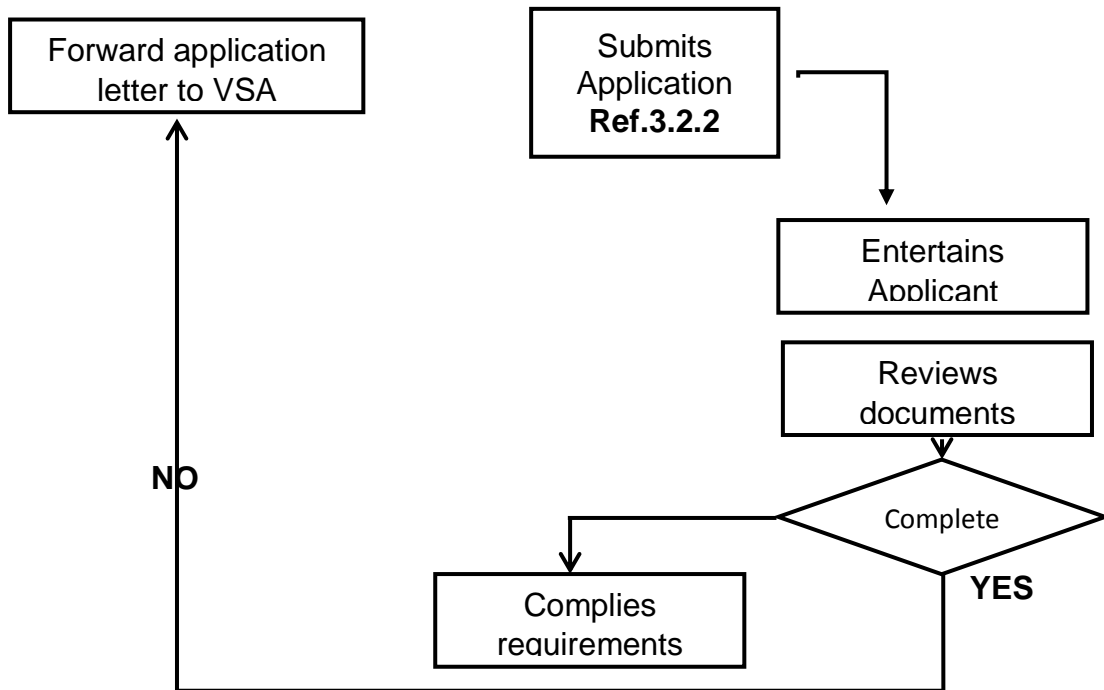
3.0 Procedure
3.1 Flowchart



Stage 1 Publication

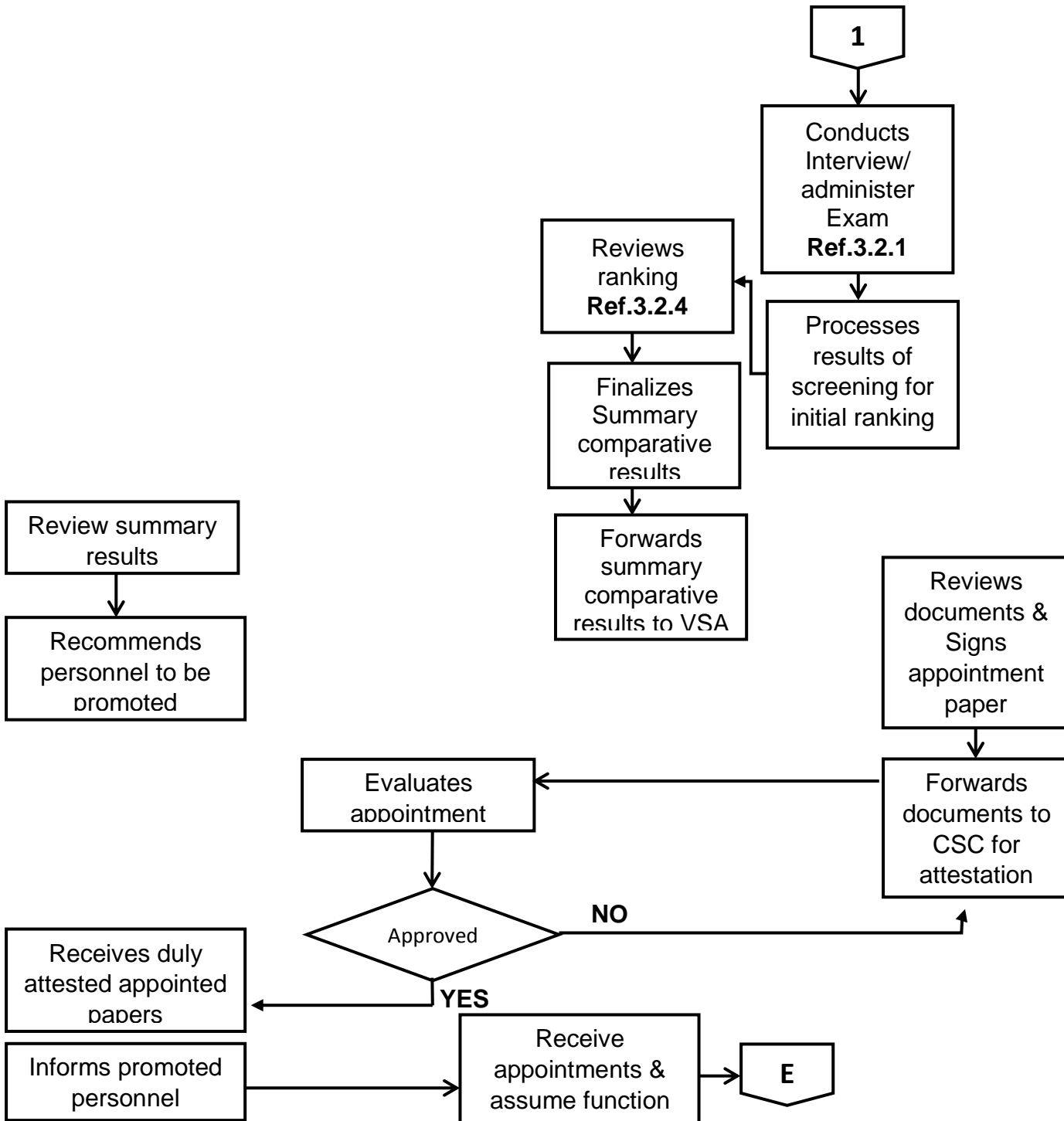
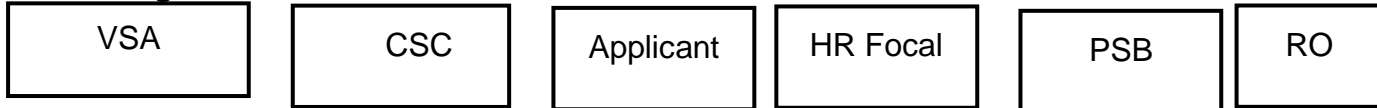


Stage 2 Accommodates Applicants



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Stage 3 Conducts Interview and Administer Exam



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3.2. Documentation

Stage 1 Publication

3.2.1 Request for the Publication of Position from the CSC	Forms	Time Frame	Inputs to Procedure
<p>The VSA will:</p> <ul style="list-style-type: none"> Request CSC for publication of vacant position <p>CSC will:</p> <ul style="list-style-type: none"> Accept/approve request Post publication 		<p>1 day</p> <p>5 days</p>	

Stage 2 Accommodate Applicants

3.2.2 Submit Application			
<p>Applicant will:</p> <ul style="list-style-type: none"> Submit application to VSA <p>VSA will:</p> <ul style="list-style-type: none"> Forward application to AO <p>RO will:</p> <ul style="list-style-type: none"> Determine whether applicant is qualified or not qualified Review completeness of applicants documents If the documents are complete, schedule written exam/interview for applicants If documents are not complete, return documents to applicant for compliance <p>Applicant will:</p> <ul style="list-style-type: none"> Takes written exam Submit for interview 	<p>Letter of Application, Copy of Eligibility, Form 212 S.2017, Authenticated Copy of TOR/Diploma, Copy of Training Certificates</p> <p>PP Form 01 PP Form 03a PP Form 3b</p>	<p>1 day</p> <p>1 day</p> <p>2days</p> <p>1 day</p>	

Stage 3 Conducts Interview and Administer Exam

3.2.3 Conducts Interview and Administer exam			
<p>PSB will:</p> <ul style="list-style-type: none"> Conduct interview Administer exam Applicants are interviewed individually Process results or screening for initial ranking 	PP Form 02	1 day	<p>Max. of 20 applicants schedule</p> <p>Individual folder of applicant</p>
3.2.4 Review Ranking			

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3.3. Work Instructions

4.0 Forms

- Form 212 - PDS
- PP Form 01 - Individual Assessment form
- PP Form 02 - Guide of Interview Assessment for Personnel
- PP Form 03a - Potential Assessment Form
- PP Form 03b - Potential Assessment Form (Level II)
- KSS Porma Blg. 33 - Appointment Paper

5.0 Related Information

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PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CSC ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
7. HEIGHT (m)		18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
8. WEIGHT (kg)			
9. BLOOD TYPE		19. TELEPHONE NO.	
10. GSIS ID NO.		20. MOBILE NO.	
11. PAG-IBIG ID NO.		21. E-MAIL ADDRESS (if any)	
12. PHILHEALTH NO.			
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL/TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------

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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMEN	PLACE OF EXAMINATION / CONFERMEN	LICENSE (if applicable)	
					NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE if applicable/ STEP (Format *00-00*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
------------------	--	-------------	--

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
-----------	--	------	--

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="font-size: small;">Resigned from a private firm and transferred to a government agency</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">NAME</th> <th style="width:30%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%; font-size: small;"> Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance </td> <td style="width:60%;"></td> </tr> <tr> <td>Government issued ID:</td> <td></td> </tr> <tr> <td>ID/License/Passport No.:</td> <td></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government issued ID:		ID/License/Passport No.:		Date/Place of Issuance:		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; text-align: center;"> Signature (Sign inside the box) </td> <td style="width:40%;"></td> </tr> <tr> <td style="text-align: center;"> Date Accomplished </td> <td></td> </tr> </table>	Signature (Sign inside the box)		Date Accomplished	
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government issued ID:													
ID/License/Passport No.:													
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Signature (Sign inside the box)													
Date Accomplished													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; text-align: center;"> Right Thumbmark </td> <td style="width:40%;"></td> </tr> </table>		Right Thumbmark											
Right Thumbmark													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <table border="1" style="width:80%; margin: auto; border-collapse: collapse;"> <tr> <td style="width:80%; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Person Administering Oath</td> </tr> </table> </div>			Person Administering Oath										
Person Administering Oath													

<p>OAIS QA SYSTEM</p>	<p>Promotion of Personnel</p>	<p>Document No. ICB-018-HRD-02</p>	
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Name: _____ Age: _____ Date: _____

Considered to the Position of: _____

Office / Division : _____

**INDIVIDUAL ASSESSMENT FORM
(Applicants from other Gov't. Agency – 2nd Level)**

	Percentage Weight		Points Weight	Points
I. EXAMINATION (10) optional				
_____	_____	x	10	_____
II. PERFORMANCE (40)				
NPAS Rating / Overall Points Score	_____	x	40	_____
III. EDUCATION (15)				
_____	_____	X	15	_____
(Education in excess of Minimum)				
IV. TRAINING (10)				
Technical Courses (6)				
_____ hours	_____	x	6	_____
Mgmt./Supervisory Courses (4)				
_____ hours	_____	x	4	_____
V. EXPERIENCE (10)				
Technical Courses (6)				
_____ hours	_____	x	6	_____
Mgmt./Supervisory Courses (4)				
_____ hours	_____	x	4	_____
VI. PHYSICAL CHARACTERISTICS & PERSONALITY TRAITS (15)				
_____	_____	x	15	_____
(Interview Rating Scale)				
TOTAL			100	_____

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**GUIDE FOR INTERVIEW ASSESSMENT
(For Personality Traits and Characteristics)**

Name _____

		Maximum Number of Points	Traits Points Earned
VOICE and SPEECH		1	_____
Irritating or indistinct	0.2		
Understandable but rather unpleasant	0.4		
Neither conspicuously pleasant or unpleasant	0.6		
Definitely pleasant and distinct	0.8		
Exceptionally clear and pleasing	1.0		
APPEARANCE		1	_____
Unprepossessing or unsuitable	0.2		
Creates' rather unfavourable condition	0.4		
Suitable and acceptable	0.6		
Creates' distinctively favourable impression	0.8		
Impressive commands admiration	1.0		
ALERTNESS		2	_____
Slow in grasping obvious questions often			
Misunderstands meaning of questions	0.25		
Slow to understand subtle points	0.5		
Nearly grasps intent of interview questions	1.0		
Rather quick to grasping questions and new ideas	1.5		
Exceptionally keen and quick to understand	2.0		
ABILITY TO PRESENT IDEAS		2	_____
Confused and illogical	0.25		
Tends to scatter and become involved	0.5		
Usually gets his ideas across well	1.0		
Shows superior ability to express himself	1.5		
Unusually logical, clear and convincing	2.0		
JUDGMENT		2	_____
Notably lacking in balance and restraints	0.25		
Shows tendency to react impulsively and without restraint	0.5		
Acts judiciously or ordinary circumstances might be hasty	1.0		
Gives reassuring evidence of considered judgment	1.5		
Inspires unusual confidence in probable soundness of judgement	2.0		

TOTAL POINTS EARNED _____

Name of Assessor: _____

Date of Assessment: _____

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**POTENTIAL ASSESSMENT FORM
(FOR LEVEL 1 TESDA EMPLOYEES)**

NAME: _____

PRESENT POSITION: _____ OFFICE: _____

INSTRUCTIONS

As immediate Supervisor, you are to rate the candidate, as honest as possible on certain factors which would indicate his/her potential to perform his current duties as well as those of a higher and more responsible position. Each factor has corresponding scores to choose from. Please read the choices carefully and indicate your rating by writing on the blank space provided the appropriate number score.

1. Attitudes (7 points) _____

Refers to the general disposition or behaviour
Shown by the candidate towards three major
Areas: his work, his peers, and his superiors.

- 7 points Candidate exhibits desirable attitudes in all 3 areas
- 3 points Candidate exhibits desirable attitudes in all 2 areas
- 0 points Candidate exhibits desirable attitudes in 1 area

2. Other Factors (2 points) _____

Refers to the willingness of the candidate to give his/her wholehearted support to implement group decisions even if this is against his point of view, it also involves the candidate's ability to interface with group or team members (wether they are peers, superiors or subordinates) and his/her compliance to minimize personal prominence for the good of the whole.

- 2 points Candidate meets all the criteria
- 0 points Candidate does not meet all the criteria

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3. Quality of Work (2 points) _____

Refers to the outcome of the work done by the candidate. It highlights the congruence of the candidate’s work with accepted performance standards/criteria. It includes the ability of the candidate to understand and follow directions as well as his/her ability to meet deadlines.

- 2 points Candidate meets all the criteria
- 0 points Candidate does not meet all the criteria

4. Creativity and Resourcefulness (2 points) _____

Refers to the ability of the candidate to produce something on the job that work and is along new and unconventional lines or deviates from established practices.

- 2 points Candidate meets all the criteria
- 0 points Candidate does not meet all the criteria

5. Capabilities (2 points) _____

Refers to the sufficiency of the candidates’ prowess, intelligence, resources or other needed attributes to perform or accomplish a given job. It highlights the candidates’ ability to perform various jobs which may require various skills.

- 2 points Candidate meets all the criteria
- 0 points Candidate does not meet all the criteria

TOTAL _____

Rated by: _____
(Signature Over Printed Name)

DATE: _____

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POTENTIAL ASSESSMENT FORM

NAME: _____ **AGE:** _____ **SALARY:** _____

PRESENT POSITION: _____ **POSITION:** _____

CONSIDERED TO THE POSITION OF: _____

INSTRUCTION

As the overall Supervisor of the candidate, you are to rate him/her on certain factors concerning Teamwork, Quality of Work, Ability to Meet Deadlines, Innovativeness and Creativeness and Administrative Capacity. These are attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible position. Base your rating on the following levels of standards which their corresponding point scores.

	<u>LEVEL</u>	<u>Point Score</u>
Excellent	-A standard of performance improved by any circumstances or conditions which could not be	5
Good	- A standard of performance above the average and meets all the normal requirements of the position	4
Average	- A standard of performance what meets the normal requirement of the position	3
Fair	- A standard of performance which is below the normal requirements of the positions, but one that may be regarded as marginally or temporarily acceptable	2

(To be accomplished by the Regional/Executive \director/Immediate Supervisor)

1. TEAM WORK _____

The ability of the employee to participate and contribute to group decisions and give wholehearted support to implement group decisions even if this is against his point of views during the decision making discussions. It also involves the ability to interfere with peers.

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2. QUALITY OF WORK _____

Refers to the outcome of the work done by the employee. In making communication for example, the number of times you correct draft prepared by his unit/division before it is finalized. In recommending decisions, does the employee of out of his way to study various aspects of his recommended decisions.

Is completed staff work practices by the employee or do you have to ask for the other accompanying documents to support a recommendation.

3. ABILITY TO MEET DEADLINES _____

This refers to the timeliness of the response of the employee to assignments given. Do you usually remind the person of the deadline of work done or has the employee developed the practice of submitting completed work on or before the time it is needed. Can you trust an employee to deliver the work during crunch time.

4. INNOVATIVENESS AND CREATIVENESS _____

Is the employee intellectually critical of existing standards, systems and policies and take initiative to organize or develop alternative systems and procedures that will benefit the organization without having to wait for anyone to complain against an ineffective system or his boss reminding him to do something about the complaint.

This aspect should be differentiated with one who always criticize people and the work they are doing.

5. ADMINISTRTAIVE CAPABILITY _____

Ability to keep things going successfully, with or without instructions, when the immediate supervisor is away.

TOTAL... _____

Rater's Signature

Date

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Republika ng Pilipinas
TECHNICAL EDUCATION AND SKILLS DEVELOPMNET AUTHORITY
Rehiyon Bilang – 10
Lungsod ng Cagayan de Oro

Kayo ay hinirang na _____
You are hereby appointed as

Na may katayuang _____ sa OROQUIETA AGRO-
with a (status) of the

INDUSTRIAL SCHOOL, Oroquieta City sa pasahod na _____
(Agency) with a compensation rate of

_____ piso bawat taon.
Pesos per annum

Ito ay magkabisang petsa ng pagganap ng tungkulin subali't di aaga sa
The effectivity date of this appointment shall be the date of the actual assumption but not

Puno ng tanggapan o appointing authority.

Earlier than the date of issuance of the appointment which is the date of the signing of the appointing authority

Ang appointment na ito ay _____ bilang kapalit ni
This appointment is (Original, promotion, etc) vice

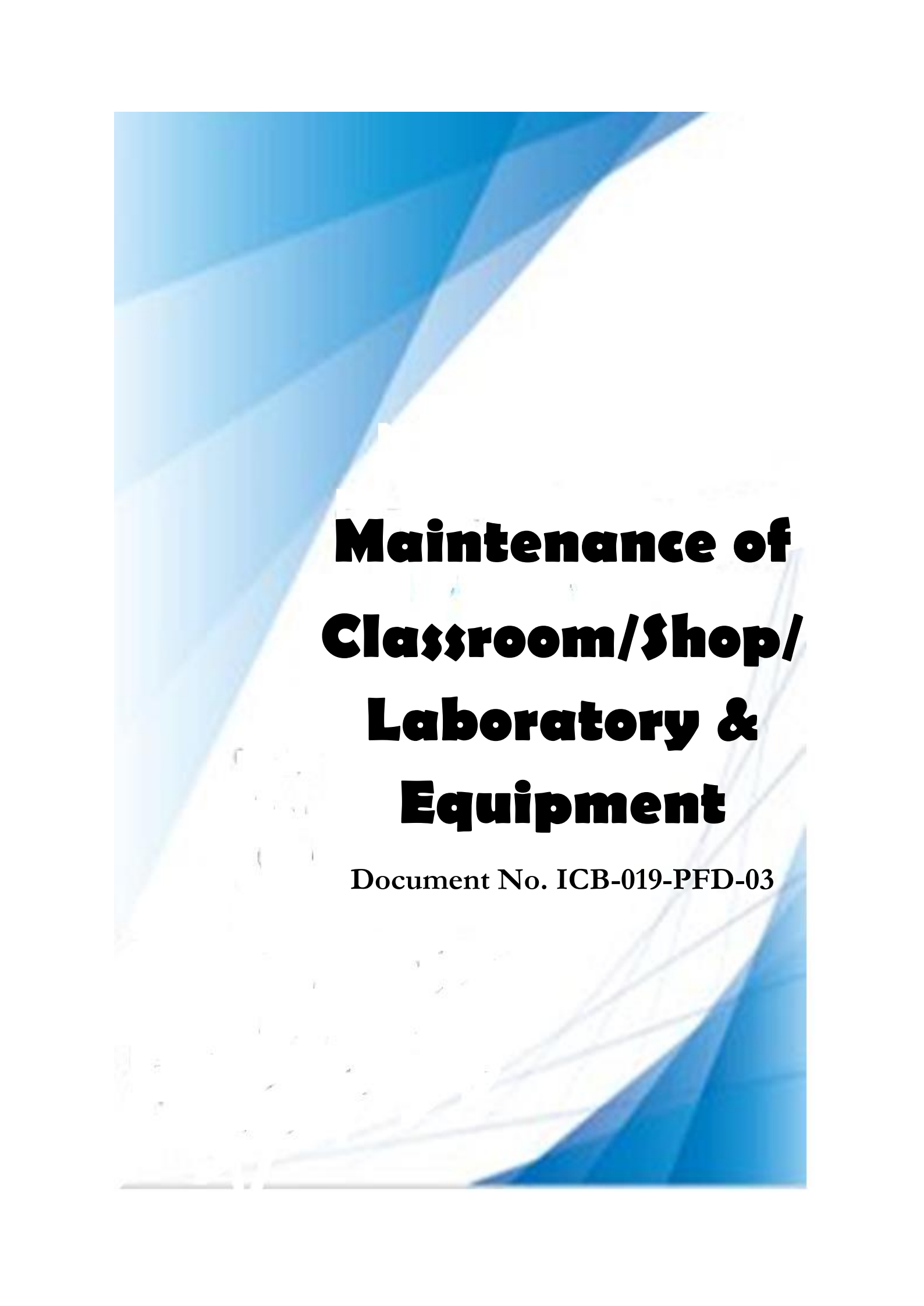
_____ na _____ at ayon sa Plantilla
Who (Transferred/Retired,etc.) and accordance with Plantilla

Aytem Blg. _____ Pahina _____
Item No. Page

Sumasainyo,
Very Truly yours,

Regional Director
Puno ng Tanggapan
Head of Agency

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The background of the page is a stylized, abstract design. It features a white central area that tapers towards the top and bottom, creating a sense of depth. This white area is bordered by various shades of blue, ranging from light sky blue to a deeper, more saturated blue. The blue sections are composed of overlapping, angular shapes that resemble folded paper or architectural panels, creating a dynamic, three-dimensional effect.

Maintenance of Classroom/Shop/ Laboratory & Equipment

Document No. ICB-019-PFD-03

OAIS Policy and Procedures

Maintenance of Classroom/Shop/Laboratory and Equipment

1.0 Purpose, Scope, and Terminology

1.1 Purpose

This procedure aims to provide a general guideline to ensure proper maintenance of classroom/ shop/ laboratory and equipment of this institution.

1.2 Scope

The procedure covers the maintenance, as well as safety regulations of classroom/laboratory/ shop and equipment.

1.3 Terminology

1.3.1 Standard Procedure – something established for use as a rule or basis of comparison in measuring quality, value etc.

1.3.2 Implementors – person in charge in a particular area of responsibility such as instructors, employee and learners.

1.3.3 Institutional Quality Management Review Committee (IQMRC) – a key decision making body on all quality directions in OAIS, which authorizes all institutional quality policy and initiatives.

1.3.4 Monitoring Committee (MC) – a composite team responsible in designing monitoring tools & analyzing results of all related performance of the school against standard policies and procedures.

2.0 Responsibility

2.1 Responsibility for the Authority and Maintenance of the Procedures

The IQMRC is responsible to ensure that the procedures are implemented in the maintenance of classroom/laboratory/shop and equipment.

2.2 Responsibility for the implementation of the maintenance of classroom/laboratory/shop and equipment Procedures

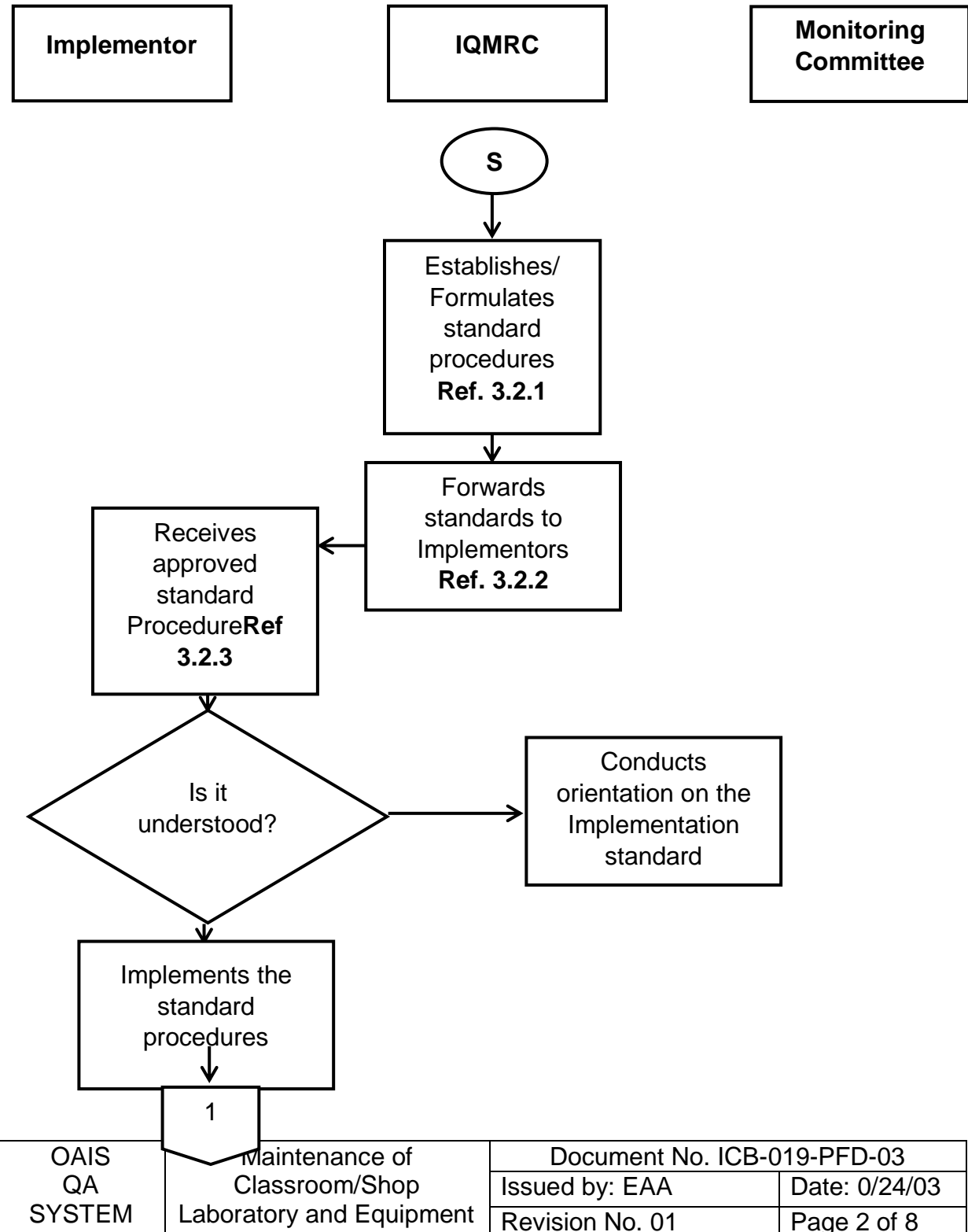
The implementation of the maintenance of classroom/laboratory/shop and equipment procedures is the responsibility of the instructors, employees as well as learners.

OAIS QA SYSTEM	Maintenance of Classroom/Shop/ Laboratory and Equipment	Document No. ICB-019-PFD-03	
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		Revision N0. 01	Page 1 to 8

3.0 Procedures

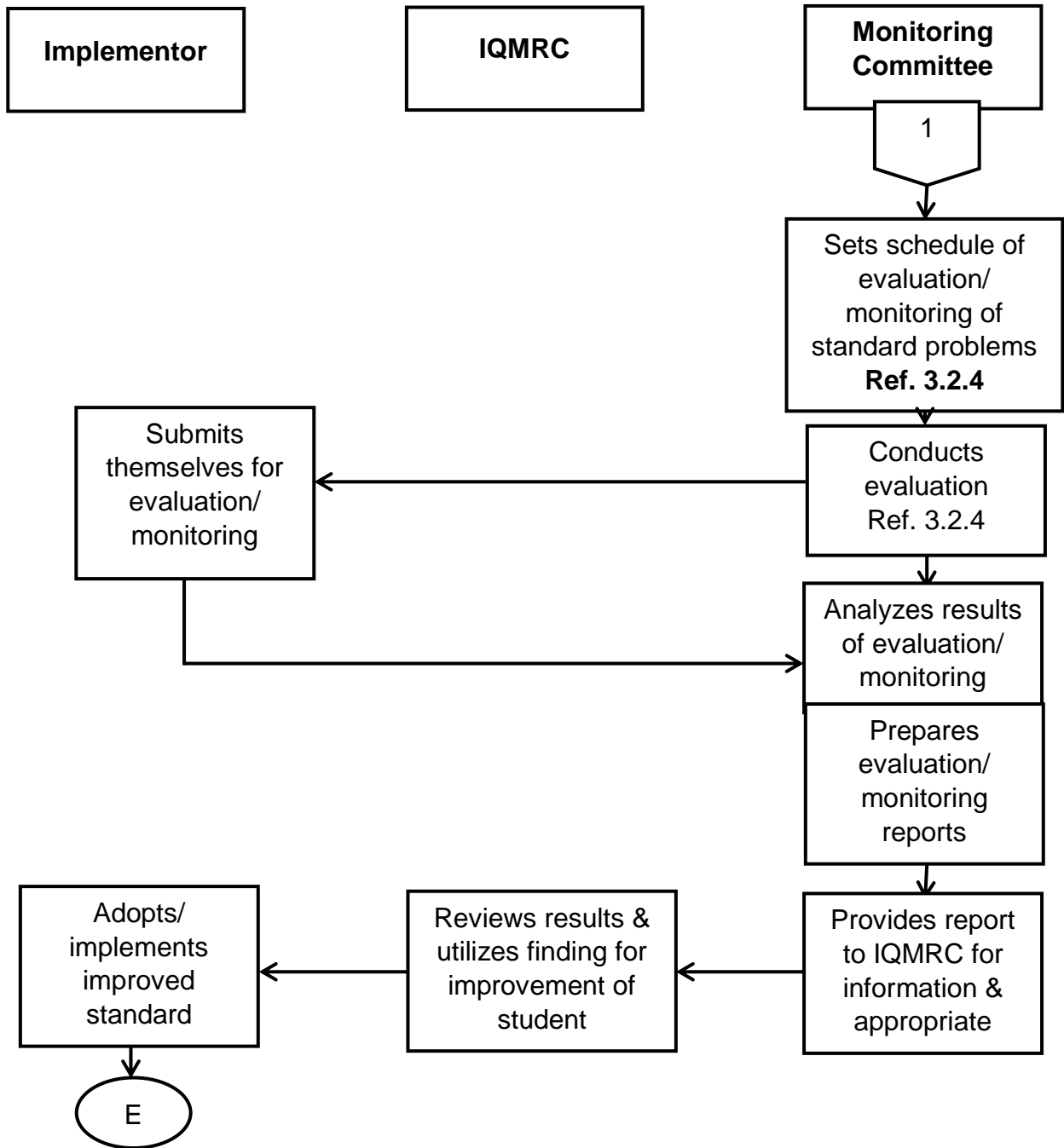
3.1 Flowchart

Stage I Setting Standard Procedures



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Stage II Implementation of standard Procedures



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3.2 Documentation

Stage 1 Setting Standard Procedures

3.2.1 Establishes Guideline	Forms	Time Frame	Inputs to Procedure
The IQMRC will: <ul style="list-style-type: none"> ▪ Formulate rules ▪ Deliberate formulated standards ▪ Consult instructors on the formulated standards 		2 days	
3.2.2 Forwards Standard Procedure to Implementors			
The IQMRC will: <ul style="list-style-type: none"> ▪ Forward standard procedures 		1 day	
3.2.3 Receives and Implements Approved Standard Procedures			
The Implementor will: <ul style="list-style-type: none"> ▪ Read and review the set of standard ▪ If not understood, request IQMRC for orientation ▪ If understood, implement the standards. 	MS Form 01 MS Form 02	1 day	VSA Memo for strict compliance of MS Form 01 & MS Form 02

Stage 2 Implementation of Standard Procedures

3.2.4 Evaluation of Standard Procedure			
The MC will: <ul style="list-style-type: none"> ▪ Set schedule of evaluation/monitoring 		1 day	Inform Teachers/learners 10 minutes before & start of classes
3.2.5 Conducts Evaluation			
The MC will: <ul style="list-style-type: none"> ▪ Gather data and analyze results ▪ Submit result to IQMC The implementor will: <ul style="list-style-type: none"> ▪ Submit themselves for evaluation/monitoring The MC will: <ul style="list-style-type: none"> ▪ Analyze results of evaluation/monitoring. ▪ Prepare evaluation/monitoring reports ▪ Provide reports to IQMRC for information and appropriate action 	MS Form 01 MS Form 02	1 day	

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3.2.6 Reviews and revises standard procedure	Forms	Time Frame	Inputs to Procedure
The IQMRC will: <ul style="list-style-type: none"> ▪ Review results and revise/ improved standard procedures 		1 days	
3.2.7 Receives results on evaluation			
The Implementor will: <ul style="list-style-type: none"> • Adopt/Implement improved standard procedures 		1 day	

3.3. Work Instruction

4.0 Forms

MS Form 01 - Evaluation on Classroom Set- up

MS Form 02 - Evaluation on Shop/ Laboratory

5.0 Related Information

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EVALUATION CHECKLIST ON CLASSROOM SET-UP

Area of Concern: _____

Person In-Charge: _____

Date of Evaluation: _____

Evaluators: _____

Classroom Set up			Check	
			YES	NO
Trash Can	1.	Presence of trash can & clean ®		
	2	Waste are disposed always		
Chairs	3	Properly aligned		
	4	Without any vandal		
	5	Fix properly		
Chalkboard	6	Washed and clean always		
	7.	Properly painted		
	8	Clean, tidy		
	9	Erasers are available		
	10	Without vandals		
Walls	11	With chalk/eraser box		
	12	Properly cleaned		
	13	Without vandals		
	14	With paint		
	15	Presence of Information boards		
Floors	16	Presence of posters/ pictures/sayings		
	17	Clean and shiny		
	18	Without cracks		
	19	No oil, dust dirt scattered around the floor		
Teacher Tables	20	Tables free from dirt		
	21	Properly painted and clean		
	22	No vandals		
Information board	23	No unnecessary articles on the table		
	24	Free from dirt & defect		
	25	Updated information		
	26	Properly hung		
Cabinet	27	Markings are visible		
	28	Items inside the cabinet are arrange properly		
	29	Free from dirt & defect		
	30	Properly place in the classroom		
		Total		

Checked by: _____

Evaluator

Conforme : _____

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EVALUATION CHECKLIST ON SHOP/LABORATORY SET UP

Area of Concern: _____

Person In-Charge: _____

Date of Evaluation: _____

Evaluators: _____

SHOP LABORATORY SET UP			Check	
			Yes	No
Floors	1	Clear perimeter line for the passage, working, area, racks and equipment		
	2	No direct placement of materials, parts, tools on the floor		
	3	No defective items left on the floor		
	4	No peeling of paint		
	5	No oil dust, dirt scattered around the floor		
Racks	6	Racks are placed in proper portion		
	7	No dirt and dust on racks		
	8	Clear of indication of names of items stored		
	9	All items are correctly placed on the racks		
Delivery Box	10	Delivery boxes are provided		
Trash can	11	Trash cans are provided		
	12	Trash cans are free from leaks, cracks dirt		
	13	Trash cans are properly painted/ marks & visible		
Equipment	14	Equipment are properly painted		
Medicine	15	Equipment bear identification		
Fixtures	16	Free from oil dust and unnecessary parts		
Floors	17	Caution is indicated for dangerous parts of equipment/machine		
	18	Maintenance rules are established for equipment and machines		
	19	The place where the equipment is being used is clearly indicated		
Tools	20	Tools are free from stain or rust		
	21	Properly maintained		
	22	Arranged according to size and use		

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SHOP LABORATORY SET UP			Check	
			Yes	No
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			

Checked by:

Evaluator

Conforme : _____

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Uses of Library

Document No. STP-020-LIS-01

OAIS Policy and Procedure

Procedure for the Use of Library

1.0. Purpose, Scope and Terminology

1.1. Purpose

The aim of this procedure is to set up documented procedure on the availment of services in the library

1.2. Scope

The procedure covers the use of learning resources in the library

1.3. Terminology

1.3.1. *Patron* – refers to students, employees, other students/employees of other schools/ offices or any individual who desire to avail of the services in the library

1.3.2. *Librarian* – a professionally trained person responsible for the care of a library and its content including the selection, processing and organization of materials and delivery of information and loan services to meet the needs of its users.

1.3.3. *Library borrowers card* – refers to the credentials used by the students when borrowing any library materials

1.3.4. *Book Card* – refers to the card of the book, wherein the borrowers name, and the date and time borrowed must be filled up

1.3.5. *Book pocket* – refers to a small pocket folded, use to hold the book card

1.3.6. *Date Due Slip* – refers to the card which serves as guide of the borrower when return the book

1.3.7. *Logbook* – refers to the daily record of library users

4.0 Responsibility

2.1 Responsibility for the Authority and maintenance of the Procedure

The administrator of the institution is responsible in ensuring the requirements of this procedure are maintained

2.2. Responsibility for the Implementation of the Procedure

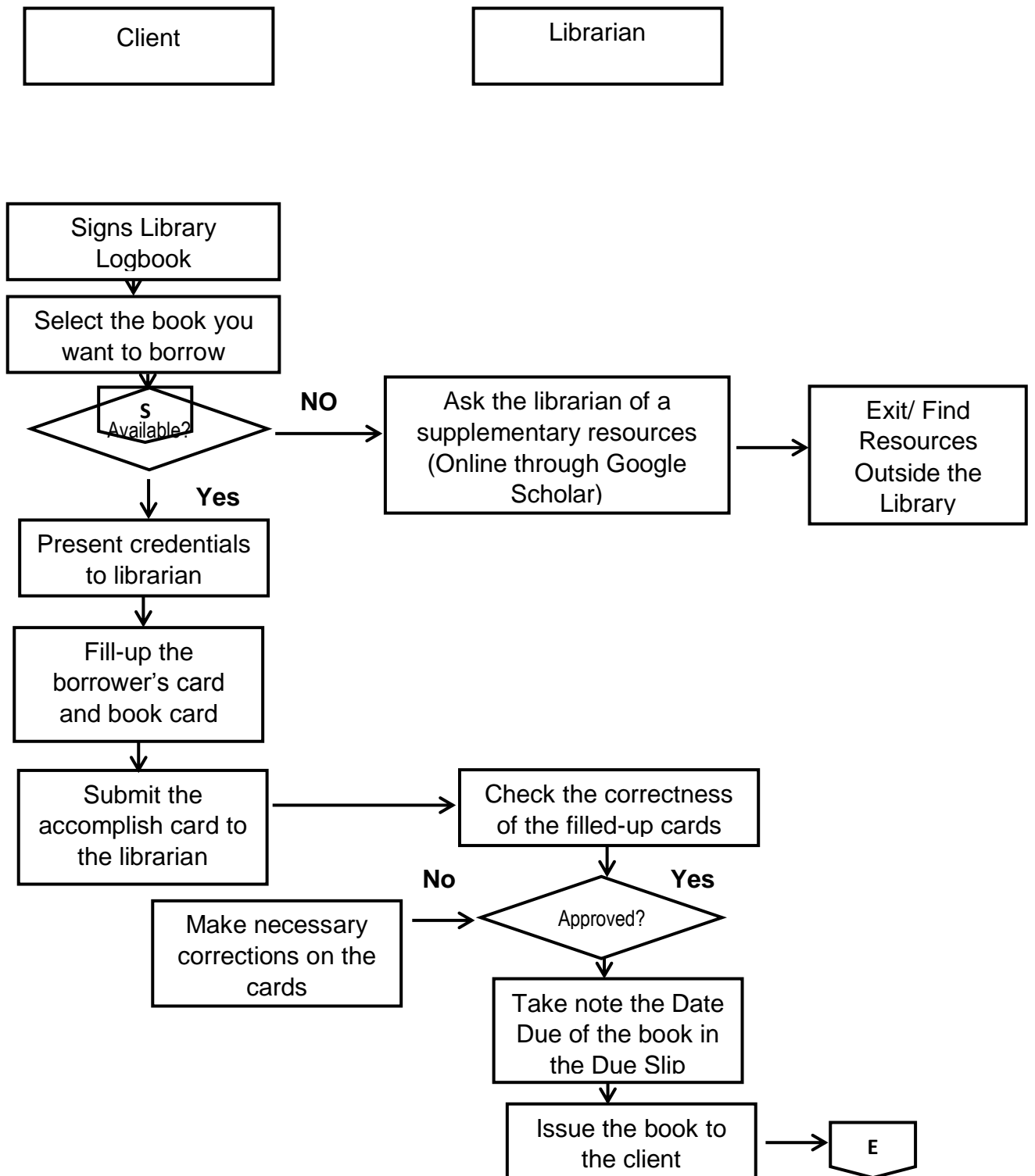
The librarian is responsible in the implementation of this procedure

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5.0 Procedures

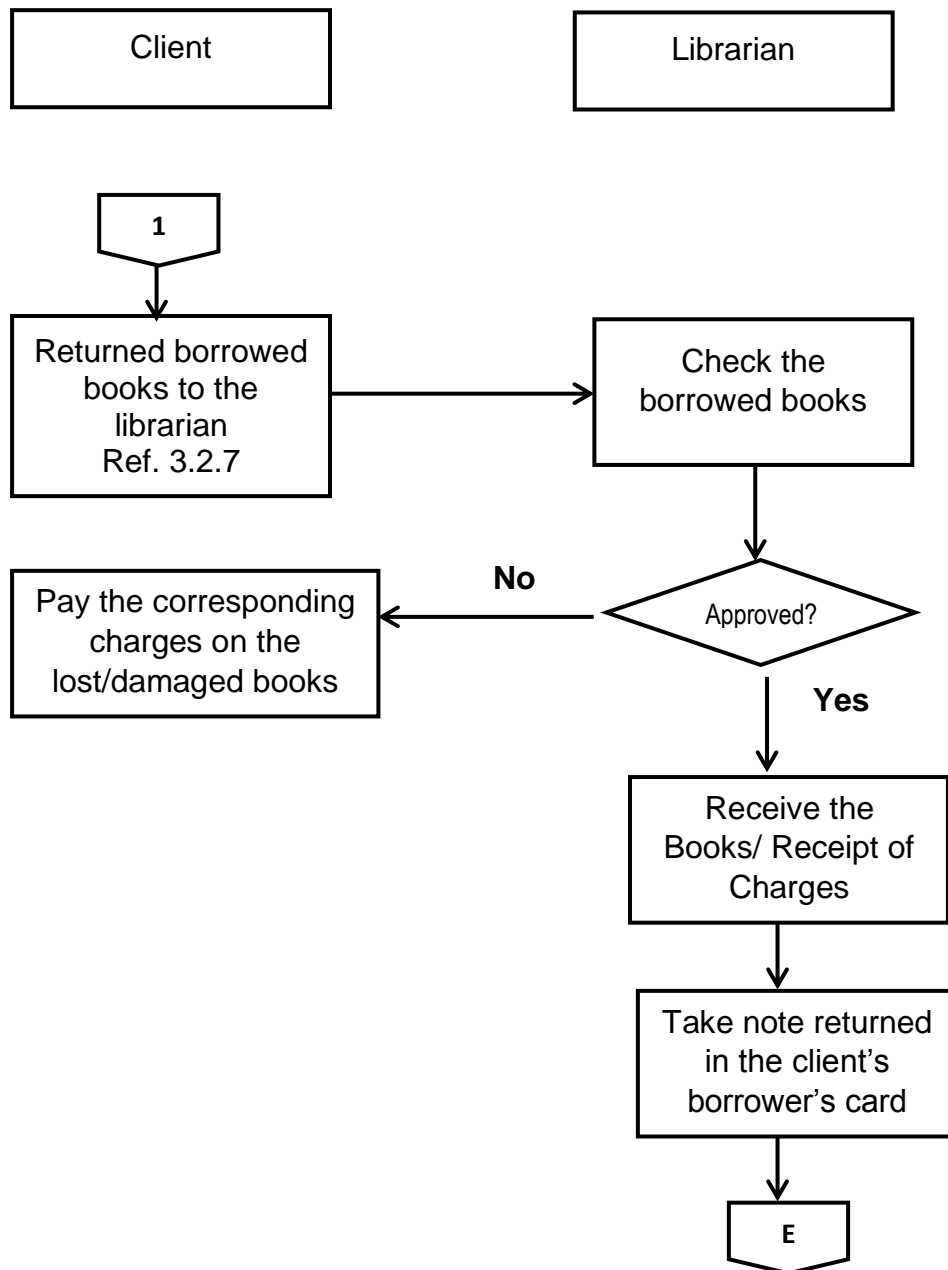
6.1 Flowchart

Stage 1 Borrowing of Books



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Stage 2 Return of Borrowed Books



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3.2 Documentation

Stage 1 Borrowing of Books

3.2.1 Compliance to Entrance Requirements	Forms	Time Frame	Inputs to Procedure
Client will: <ul style="list-style-type: none"> Place bags/things in designated baggage counter provided in the library entrance Present credentials such as ID to the librarian Librarian will: <ul style="list-style-type: none"> Check credentials If found valid client will be allowed to enter if not valid, require client to secure valid credentials 		1 min 1 min 1 min	
3.2.2 Signs Logbook			
Client will: <ul style="list-style-type: none"> Sign the entrance logbook every time they enter the library 	LIS Form 01	2 min	
3.2.3 Client presents credentials to the librarian when borrowing book			
<ul style="list-style-type: none"> Present the school id Students of the school should have the library borrowers card For employees the borrowed books must be recorded in the Faculty library card For outside clients present valid ID and secure the Off Campus Researcher Permit to the VSA 	LIS Form 02 LIS Form 03 LIS Form 04	3 min 3 min 5 min	
3.2.4 Checks/Evaluate Credentials			
Librarian will: <ul style="list-style-type: none"> Check and evaluate the presented credentials, if acceptable the librarian allows the client to borrow book(s), if not acceptable the client is required to present another credentials to established his/her identity 		1 min	
3.2.5 Assist the clients			
Librarian will: <ul style="list-style-type: none"> Assist the client to the area where the books are located Advise the client to fill-up required forms if books are taken for photocopying and overnight use 		4 min 3 min	

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3.2.6 Fills up book card	Forms	Time Frame	Inputs to Procedure
<p>Student will</p> <ul style="list-style-type: none"> • Fill-up LIS form 05 if book borrowed and submit the librarian the duly accomplished card • Submit the accomplished card to the librarian <p>The librarian will:</p> <ul style="list-style-type: none"> • Checked the book card if it was properly filled-up, if not return to clients for corrections. If properly filled up the librarian will Fill-up LIS Form 06 and issue the book to its client • 	LIS Form 05	1 min 1 min	
	LIS Form 06	1 min	

Stage 2 Returning of Borrowed Book (s)

3.2.7 Returns Borrowed Books	Forms	Time Frame	Inputs to Procedure
<p>Client will:</p> <ul style="list-style-type: none"> • Return books to the librarian <p>The librarian will:</p> <ul style="list-style-type: none"> • Inspect /check the books • If there are torn/missing pages/lost book, the librarian will requires the client to pay the corresponding cost of the books based on the current market value • Issue a note to a client to pay the said amount to the cashier. After which the client present the receipt to the librarian • If the book is in good condition the librarian now receive the book and put return in remarks portion of the Library Card 		1 min 1 min 5 min 1 min	

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3.3 Work Instructions

4.0 Forms



- LIS Form 01 – Entrance Logbook
- LIS Form 02 – Student Library Card
- LIS Form 03 – Faculty Library Card
- LIS Form 04 – Outside Researcher Official Permit
- LIS Form 05 – Book Card
- LIS Form 06 – Date Due Slip

5.0 Related Information

- Library Manual
- Library Procedural Manual

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LIBRARY ENTRANCE LOGBOOK

	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Region 10			
	OROQUIETA AGRO-INDUSTRIAL SCHOOL Entrance Logbook			
Date	Name	Course	Type of User	Purpose

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STUDENT LIBRARY CARD



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 Region 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Villaflores, Oroquieta City



Student Library Card

AY. _____

I.D. #: _____
 Complete Name: _____
 Course & Year: _____
 Date Issued: _____



Date Borrowed	Accession Number	Title	Author	Call Number	Date Due	Remarks

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FACULTY LIBRARY CARD



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 Region 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Villaflores, Oroquieta City



FACULTY LIBRARY CARD

A.Y.: _____

I.D. #: _____

NAME: _____

POSITION: _____



Time/Date Loaned	Accession Number	Title	Call Number	Author	Time/ Date Due	Signature	Remarks

QAIS QA SYSTEM	Procedure for the Use of Library	Document No. STP-020-LIS-01	
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OFF-CAMPUS RESEARCHER OFFICIAL PERMIT

OROQUIETA AGRO-INDUSTRIAL SCHOL
Villaflor, Oroquieta City

LIBRARIES & LEARNING RESOURCE CENTER

OFF-CAMPUS RESEARCHER OFFICIAL PERMIT
(For the use of Library Resources)

Name : _____ Contact No.: _____
Address: _____

Purpose: _____ Duration of Use: _____

Date : _____

Regulation for the Use of Library Resources

1. All library resources will be read or be used inside the library only.
2. Handle the library resources with care.
3. Unpublished materials such as Theses, Dissertations, Competency Based Curriculum, Feasibility Studies, are not allowed to be photocopied.
4. When the researcher caused damaged of any library resources, he/she must replace with the same title with the recent copyright or pay the current price with a processing fee.

I hereby agree to the above stipulation.

the researcher/ reader

Signature of

Noted:



School Librarian

Approved:

Vocational School Administrator

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Book Card

	OAS LIBRARY AND LEARNING RESOURCE CENTER	
BOOK CARD		
TITLE		
AUTHOR		
ACC. NO.:		
Date Loaned	Name	Date Returned

QAIS QA SYSTEM	Procedure for the Use of Library	Document No. STP-020-LIS-01	
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Date Due Slip



**OAIS LIBRARY AND LEARNING
RESOURCE CENTER**



DATE DUE SLIP

Date/Time	Remarks

QAIS QA SYSTEM	Procedure for the Use of Library	Document No. STP-020-LIS-01	
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OAIS LIBRARY AND LEARNING
RESOURCE CENTER



**ISO
BOOK CARD**

TITLE

AUTHOR

CALL. NO.:

ACC. NO. :

Date Borrowed	Name	Date Returned

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region 10

OROQUIETA AGRO-INDUSTRIAL SCHOOL



Entrance Logbook

Date	Name	Course	Type of User	Purpose

QAIS QA SYSTEM	Procedure for the Use of Library	Document No. STP-020-LIS-01	
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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 Region 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Villafior, Oroquieta City
ISO

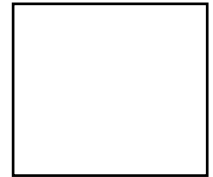
FACULTY LIBRARY CARD

Sem.: _____ A.Y.: _____

I.D. #: _____

NAME: _____

POSITION: _____



Time/Date Loaned	Accession Number	Title	Call Number	Author	Time/ Date Due	Signature	Remarks

QAIS QA SYSTEM	Procedure for the Use of Library	Document No. STP-020-LIS-01	
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Competency Assessment Application

Document No. SSSD-021-CAS-03

Assessment Procedure

1.0 Procedure details during conduct of assessment

1.1 **Receive application for assessment (1day)**

1.1.1 Processing Officer of the assessment center shall receive applications for assessment

- a. Batch Application
 - Form TVIs
 - From PO

Or

- b. Walk-in Applications / Individual application

1.1.2 Processing Officer orients the assessment application on the following:

- a. Self-Assessment Guide (SAG) (TESDA-OP-QSO-02-F07);
- b. Application Form (Can be downloaded at <http://www.tesda.gov.ph/About/TESDA/121>, TESDA-OP-CO-05, Competency Assessment Forms);
- c. Assessment and Certification arrangements;
- d. Specification of photo requirement (2 pcs., colored, passport size, (3.5cm x 4.5cm with head size ranging from 27 mm to 31 mm, white background, with collar, and with name printed at the back).

1.1.3 The Applicant accomplishes the Self-Assessment Guide (TESDA-OP-QSO-02-F07)

1.1.4 AC Manager evaluates the SAG and the application.

- If the SAG shows that he/she is ready and qualified for assessment / reassessment, the AC Manager advises him / her to take the assessment for the full qualification or cluster of units of competency, whichever is applicable.
- Otherwise, the AC Manager denies the application.

1.1.5 The applicant who qualifies based on the SAG and other documentary requirements is now considered Candidate for assessment. The Processing Officer asks the Candidate to submit the following:

- a. Accomplished Application Form (TESDA-OP-CO-05-F26);
- b. Self-Assessment Guide (SAG) (TESDA-OP-QSO-02-F07);
- c. 2 pcs. ID photo with the following specifications:
 - Colored with white back ground;
 - Attire with collar

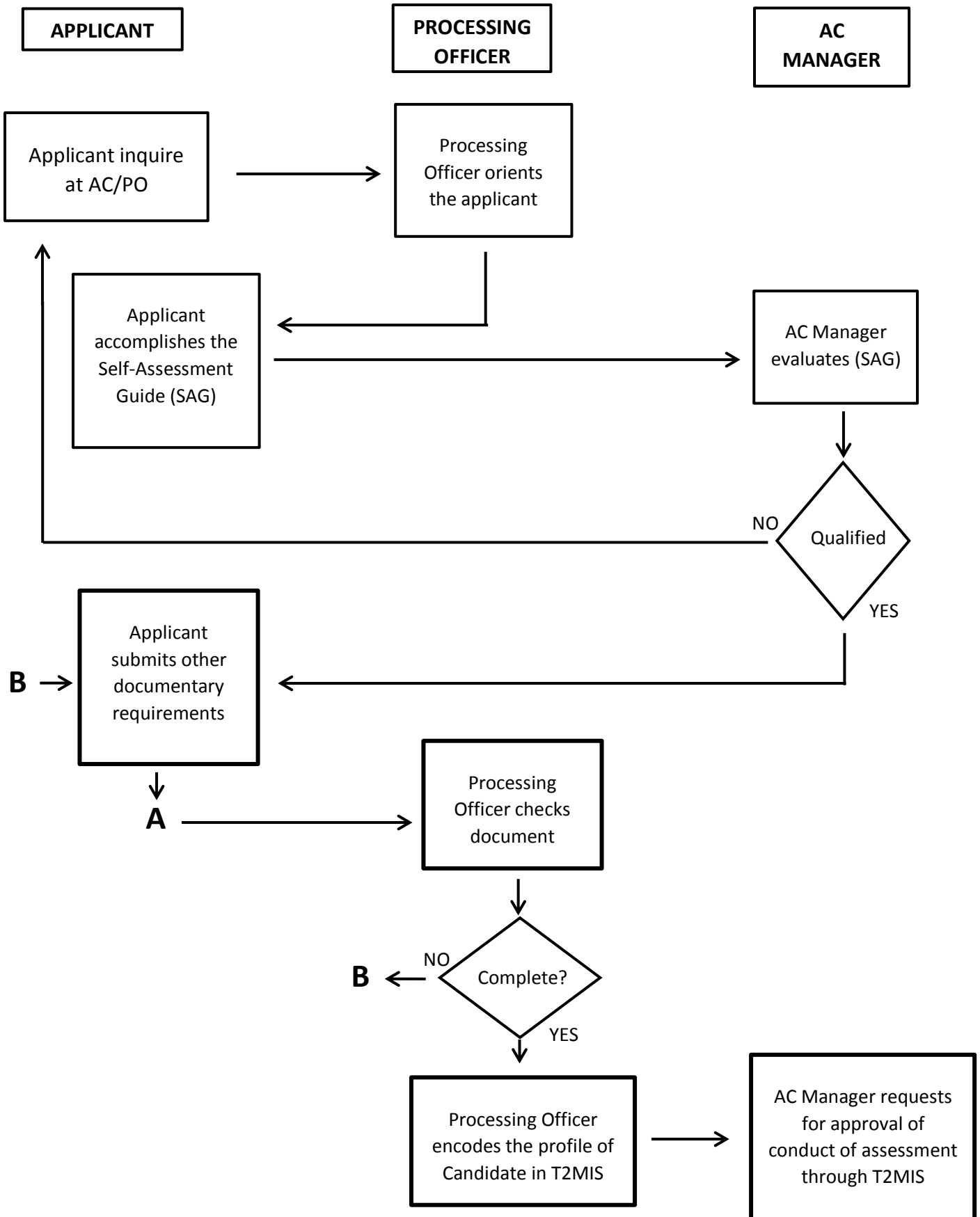
Passport size (3.5cm x 4.5cm with head size ranging from 27 mm to 31 mm, and with name printed at the

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2.0 Procedures

2.1 Flowchart

Process of Competency Assessment



3.0 Work Instructions

4.0 Forms

TESDA-OP-CO-05-F26
TESDA OP-QSO-02-FO7

5.0 Related Information

TESDA Memorandum
TESDA Circular

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan

APPLICATION FORM

REFERENCE NUMBER :																				
	<small>Qual - alpha code</small>		<small>YY</small>	<small>Region</small>	<small>Province</small>	<small>Number Series Assigned to AC</small>					<small>Number Series</small>									

PICTURE colored, passport size, white background

UNIQUE LEARNERS IDENTIFIER (ULI) : - - - - -

to be filled-out by the Processing Officer

Applicant's Signature _____

Date of Application _____

Name of School/Training Center/Company:

Address:

Title of Assessment applied for:

Full Qualification

COC

1. Client Type

TVET Graduating Student
 TVET graduate
 Industry worker
 K-12
 Onsite (Abroad)

2. Profile

2.1. Name:

SURNAME																																
FIRSTNAME																																
MIDDLE NAME																																
															MIDDLE INITIAL				NAME EXTENSION (e.g. J., Sr.)													

2.2. Mailing Address:

Number, Street	Barangay	District
City	Province	Region
		Zip Code

2.3. Mother's Name			2.4. Father's Name		
2.5. Sex	2.6. Civil Status	2.7. Contact Number(s)		2.8. Highest Educational Attainment	2.9. Employment Status
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated	Tel: Mobile: E-mail: Fax: Others:		<input type="checkbox"/> Elementary Graduate <input type="checkbox"/> High School Graduate <input type="checkbox"/> TVET Graduate <input type="checkbox"/> College Level <input type="checkbox"/> College Graduate <input type="checkbox"/> Others:	<input type="checkbox"/> Casual <input type="checkbox"/> Job Order <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Self - Employed <input type="checkbox"/> OFW

2.10 Birth date (mm/dd/yy): / / 2.11 Birth place: 2.12 Age:

3. Work Experience (National Qualification-related)

1. Name of Company	2. Position	3. Inclusive Dates	4. Monthly Salary	5. Status of Appointment	6. No. of Yrs. Working Exp.

(For more information, please use separate sheet)

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4. Other Training/Seminars Attended (National Qualification-related)				
4.1. Title	4.2. Venue	4.3. Inclusive Dates	4.4. No. of Hours	4.5. Conducted By

(For more information, please use separate sheet)

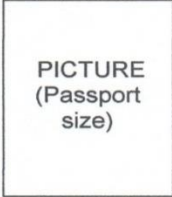
5. Licensure Examination(s) Passed					
5.1. Title	5.2. Year Taken	5.3. Examination Venue	5.4. Rating	5.5. Remarks	5.6. Expiry Date

(For more information, please use separate sheet)

6. Competency Assessment(s) Passed					
6.1. Title	6.2. Qualification Level	6.3. Industry Sector	6.4. Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

ADMISSION SLIP													
REFERENCE NUMBER :	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												
Name of Applicant:	Tel. Number:												
Assessment Applied for:	Official Receipt Number: Date Issued:												
<i>To be accomplished by the Processing Officer</i>													
Name of Assessment Center: TESDA-OAIS													
Check submitted requirements:	Remarks:												
<input type="checkbox"/> Accomplished Self-Assessment Guide <input type="checkbox"/> Three (3) pieces colored passport size pictures	<input type="checkbox"/> Bring own Personal Protective Equipment <input type="checkbox"/> Others. Pls. specify												
Assessment Date:	Assessment Time:												
<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Printed Name & Signature of Processing Officer	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Printed Name & Signature of Applicant												
Date:	Date:												
<i>Note: Please bring this Admission Slip on your assessment date.</i>													



SELECTIVE ASSESSORS:

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SELF-ASSESSMENT GUIDE

Reference No.

Qualification

COC 1 :

PREPARE AND COOK HOT MEALS

Units of Competency Covered:

- Clean and maintain kitchen premises
- Prepare stocks, sauces and soups
- Prepare meat dishes
- Prepare vegetable dishes
- Prepare egg dishes
- Prepare poultry and game dishes
- Prepare seafood dishes
- Prepare starch products
- Package prepared food

Instruction:

- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

Can I?

YES NO

PREPARE AND COOK HOT MEALS

Gather, check tools and equipment needed

Clean and/or sanitize kitchen equipment and utensils*

Store and stack cleaned equipment and utensils

Follow cleaning schedules

Use appropriate chemicals and equipment in cleaning and maintaining kitchen premises, tools and equipment*

Check, record and label supplies

Gather, Identify and select ingredients as per required menu items *

Prepare ingredients and flavoring agents as per required menu items*

Select and assemble ingredients to produce varieties of soups, stocks and sauces*

Select primary, secondary and portioned cuts of Protein; pork, lamb, beef, veal and seafood*

Identify and use appropriate cooking methods*

<small>TRSC/QRK212-0919 ver. 1.00 Copyright NC II</small> QA SYSTEM	Procedure on Competency Assessment Application	Document No. SSSD-021-CAS-03	
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• Organize and prepare food items according to menu requirements*		
• Cook menu items as required*		
• Arrange sauces and garnishes*		
• Plate and present food*		
• Select packaging materials for foodstuffs		
• Adapt appropriate packaging procedures*		
• Store food in appropriate condition*		
• Follow workplace safety and hygiene procedures*		
• Perform first aid procedure in the event of accident		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
Candidate's Name & Signature:		Date:

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Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	COOKERY NC II		
COC 2:	PREPARE COLD MEALS		
Units of Competency Covered:	<ul style="list-style-type: none"> • Clean and maintain kitchen premises • Prepare appetizers • Prepare salads and dressings • Prepare sandwiches • Package prepared food 		
<p>Instruction:</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
PREPARE COLD MEALS			
• Clean and/or sanitize kitchen equipment and utensils*			
• Store and stack cleaned equipment and utensils			
• Follow cleaning schedules			
• Use appropriate chemicals and equipment in cleaning and maintaining kitchen premises, tools and equipment*			
• Select and assemble tools and equipment*			
• Inspect tools and equipment*			
• Rotate and move supplies			
• Check, record and label supplies			
• Identify and select ingredients as per required menu items *			
• Prepare variety of sandwich types*			
• Select suitable bases from a range of bread type*			

QAIS QA SYSTEM <small>TRSCOK212-0919 ver. 1.00 Cookery NC II</small>	Procedure on Competency Assessment Application	Document No. SSSD-021-CAS-03	
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<ul style="list-style-type: none"> • Prepare appetizers and salads with suitable sauces and dressings* 		
<ul style="list-style-type: none"> • Utilize quality trimmings or other left over 		
<ul style="list-style-type: none"> • Select and prepare variety of vegetables, fruits and starch food according to recipes* 		
<ul style="list-style-type: none"> • Select and prepare variety of cold dishes according to recipe requirements* 		
<ul style="list-style-type: none"> • Identify and use appropriate cooking methods* 		
<ul style="list-style-type: none"> • Organize and prepare food items according to menu requirements* 		
<ul style="list-style-type: none"> • Plate and present food* 		
<ul style="list-style-type: none"> • Select packaging materials for foodstuffs 		
<ul style="list-style-type: none"> • Adapt appropriate packaging procedures* 		
<ul style="list-style-type: none"> • Store food in appropriate condition* 		
<ul style="list-style-type: none"> • Minimize wastage through purchases* 		
<ul style="list-style-type: none"> • Follow workplace safety and hygiene procedures* 		
<ul style="list-style-type: none"> • Perform first aid procedures in the event of accident 		
<ul style="list-style-type: none"> • Prepare reports 		
<ul style="list-style-type: none"> • Coordinate end of service procedures 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name & Signature:</p>		<p>Date:</p>

<p>QAIS QA SYSTEM</p>	<p>Procedure on Competency Assessment Application</p>	<p>Document No. SSSD-021-CAS-03</p>	
		<p>Issued by: JET</p>	<p>Date: 12-5-19</p>
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Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	COOKERY NC II		
COC 3:	PREPARE SWEETS		
Units of Competency Covered:	<ul style="list-style-type: none"> • Clean and maintain kitchen premises • Prepare desserts • Package prepared food 		
<p>Instruction:</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
PREPARE SWEETS			
<ul style="list-style-type: none"> • Select and use chemicals and clean potable water for cleaning and/or sanitizing kitchen equipment, utensils, and working surfaces according to manufacturer's instructions 			
<ul style="list-style-type: none"> • Store or stack clean equipment, supplies and utensils safely in the designated place in accordance with manufacturer's instructions 			
<ul style="list-style-type: none"> • Assemble and disassemble cleaning equipment safely 			
<ul style="list-style-type: none"> • Follow cleaning schedules based on enterprise procedures 			
<ul style="list-style-type: none"> • Clean and/or sanitize walls, floors, shelves and working surfaces without causing damage to health or property 			
<ul style="list-style-type: none"> • Follow first aid procedures if an accident happens 			
<ul style="list-style-type: none"> • Sort and dispose waste according to sanitary regulations, enterprise practices and standard procedures * 			
<ul style="list-style-type: none"> • Dispose cleaning chemicals safely according to standard procedures* 			
<ul style="list-style-type: none"> • Demonstrate sanitizing procedures and techniques* 			
<ul style="list-style-type: none"> • Use ingredients and flavoring agents according to standard recipes defined by the enterprise 			
<ul style="list-style-type: none"> • Identify ingredients according to standard recipes, recipe card or enterprise requirements 			
<ul style="list-style-type: none"> • Assemble ingredients according to quantity, type, and quality required 			

QAIS QA SYSTEM <small>TRSCOK212-0919 ver. 1.00 Cookery NC-II</small>	Procedure on Competency Assessment Application	Document No. SSSD-021-CAS-03	
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- Prepare ingredients based on the required form and time frame
- Select , measure and weigh ingredients according to recipe requirements
- Thaw frozen ingredients following enterprise procedures
- Observe factors in plating dishes in presenting cold dessert
- Produce a variety of hot, cold and frozen desserts, appropriate for a variety of menus *
- Produce sweet sauces to a desired consistency and flavor*
- Taste prepare desserts and sweets in accordance with the required taste
- Present dessert hygienically, logically and sequentially within the required timeframe, and decorated creatively
- Plate and portion desserts according to enterprise standards
- Store dessert at the appropriate temperature and correct conditions to maintain quality, freshness and customer appeal
- Select and use suitable packaging to preserve taste, appearance and tasting characteristics
- Select quality of packaging materials in accordance with enterprise standards
- Observe environmental requirements for food packaging
- Package food in compliance with sanitary occupational health and safety and local health regulations requirements
- Label food according to industry standards

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

Candidate's Name & Signature:

Evaluated by: _____ AC Manager Date:	Date: <input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not yet Qualified for Assessment
---	--

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On-The-Job Training

Document No. STP-022-SDP-01

On- the- Job Training

1.0 Purpose

The on- the -job deployment procedures provide a systematic approach on the deployment of trainees for in -plant training.

1.2 Scope

These procedures include the system in on- the – job deployment beginning with the securing of clearance to the evaluation of the trainee’s performance to the documentation of reports.

1.3 Terminology

The definitions of terminology/terms as used in the procedures are as follows:

On- the -job training (OJT) – is a modality wherein students are sent/deployed to industries for further skills training.

Industry Coordinator (IC) – refers to the school/ center employee who is in charge of coordinating with partners on matter relative to on- the- job training.

Industry Trainer (IT) – refers to an employee of the company or industry who takes charge of the training activities of the student training.

2.0 Responsibility

2.1 Responsibility for the Authority and Maintenance of the Procedure

The administrator has the responsibility for the maintenance and review of these procedures.

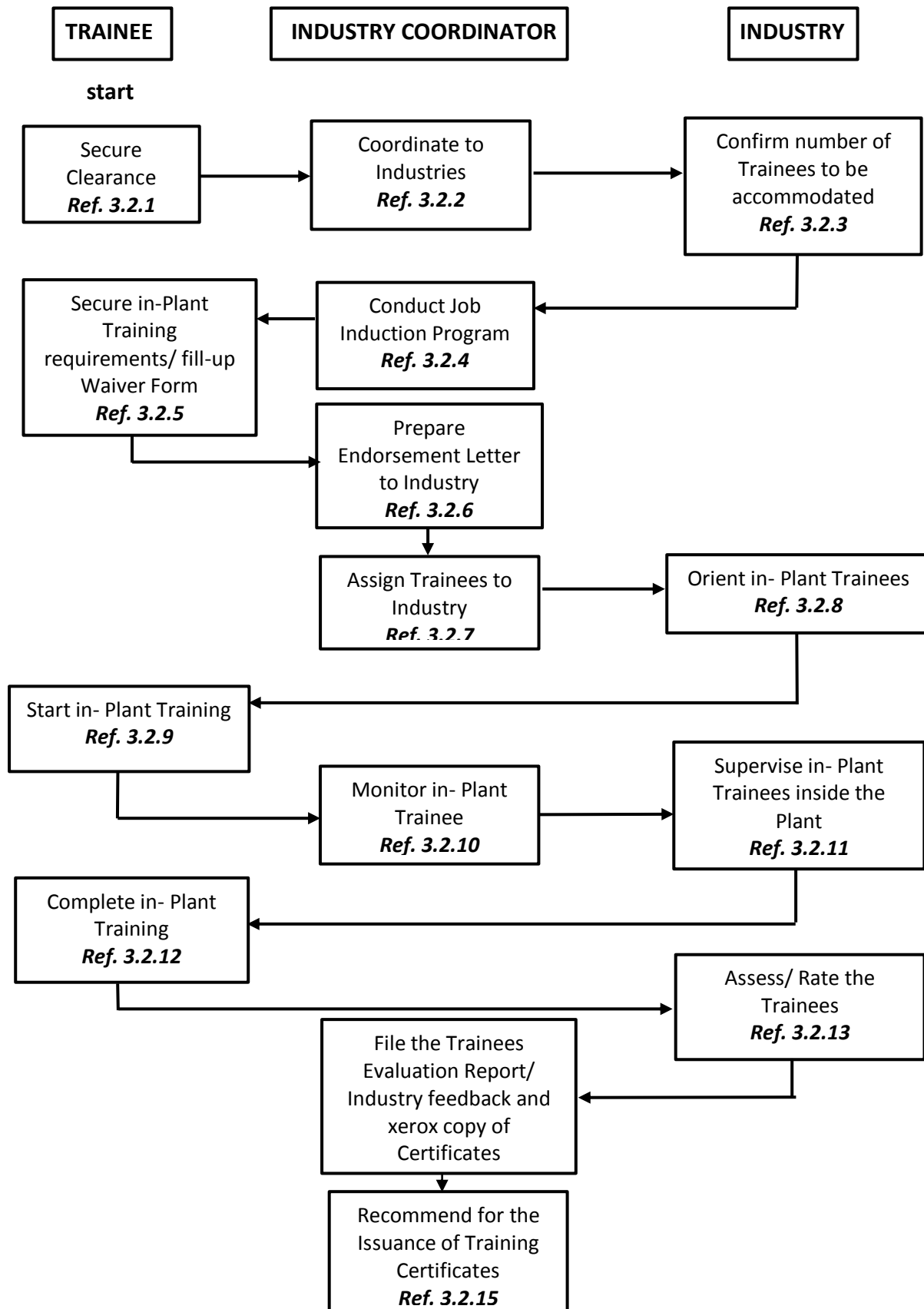
2.2 Responsibility for the Implementation of the Procedure

The industry coordinator is responsible for the implementation of these procedures.

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3.0 Procedures

3.1 Flowchart



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3.2 Documentation

3.2.1 Secure Clearance	FORMS	DURATION	INPUT TO PROCESS
<ul style="list-style-type: none"> The Trainee will secure clearance from the Trainer and Industry Coordinator 	Clearance (ANNEX A)	30 mins.	

3.2.2 Coordinate to Industries			
<ul style="list-style-type: none"> Industry Coordinator will coordinate to Industry partners through phone or personal visit if they need OJT and ask how many trainees will be accommodated 		1 day	

3.2.3 Confirm number of Trainees to accommodated			
<ul style="list-style-type: none"> The Industries will confirm to Industry Coordinator the number of Trainees they can accommodate. 		1 day	

3.2.4 Conduct Job Induction Program			
<ul style="list-style-type: none"> The Industry Coordinator will conduct Job Induction Program (JIP) with the following requirements: <ul style="list-style-type: none"> ➤ Training Agreement and Waiver Form (Explain) ➤ Evaluation Report (Explain) ➤ Daily time logbook (Explain) ➤ Working Attitudes (Explain) ➤ Do's and Don'ts (Explain) 		3 hours	

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3.2.5 Secure In- Plant Training requirements/ Fill up Waiver Form			
<ul style="list-style-type: none"> The Trainee will secure In- Plant Training requirements and fill-up Training Agreement and Waiver form 	Training Agreement and Waiver form (ANNEX B)	2 days	

3.2.6 Prepare Endorsement Letter to Industry			
<ul style="list-style-type: none"> The Industry Coordinator will prepare Endorsement Letter to Industries 	Endorsement Letter (ANNEX C)	30 mins.	

3.2.7 Assign Trainees to Industry			
<ul style="list-style-type: none"> The Industry Coordinator will assign Trainees to Industry 		30 mins.	

3.2.8 Orient In-Plant Trainees			
<ul style="list-style-type: none"> The Industry will conduct In-Plant Orientation for Trainees Safety 			

3.2.9 Start In- Plant Training			
<ul style="list-style-type: none"> The Trainees will start the In-Plant Training 			

3.2.10 Monitor In- Plant Trainee			
<ul style="list-style-type: none"> The Industry Coordinator will conduct monitoring active Trainees who undergo OJT, through phone or uninformed personal site visit. 			

3.2.11 Supervise In- Plant Trainees inside the Plant			
<ul style="list-style-type: none"> The Industry will be responsible to supervise the In- Plant Trainees in performing task inside the Plant. 			

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3.2.12 Complete In – Plant Trainee			
<ul style="list-style-type: none"> The trainee must complete the required number of hours stated in the Training Agreement and Waiver 		Training time duration depends on the required as per qualification	

3.2.13 Assess / Rate the Trainees			
<ul style="list-style-type: none"> Upon the completion of required number of hours, the Industry will assess the Trainees using the On-the-Job Training Evaluation form and Industry feedback report. 	On-the-Job Training Evaluation Report (ANNEX D) Industry Feedback Report (ANNEX E)	1 day	

3.2.14 File the Trainees Evaluation Report/ Industry Feedback and Xerox copy of Certificate			
<ul style="list-style-type: none"> The Industry Coordinator must keep a file of all the records of the OJT Trainees; Trainees Evaluation Report, Industry Feedback Report and xerox copy of the Certificate from the Industry. 		30 mins.	

3.2.15 Recommends for the Issuance of Training Certificates			
<ul style="list-style-type: none"> The Industry Coordinator will be the one who recommends for the Issuance of the School Training Certificate, after the Trainees completed his/her OJT. 		10 mins.	

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4.0 Work Instructions

5.0 Forms

Annex A

Annex B

Annex C

Annex D

Daily Trainees Logbook

Annex E

6.0 Related Information

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(ANNEX A)

Republic of the Philippines
Technical Education and Skills Development Authority
Region X
Oroquieta Agro- Industrial School
Purok 3, Villaflor, Oroquieta City

Trainee's Clearance for OJT

Date: _____

Name of Trainee : _____

Qualification : _____

Trainer's Recommendation; (check the box)

- The Trainee can undergo for OJT
 - The Trainee cannot undergo for OJT
- If not why?*

Trainer's Signature: _____

Noted by: _____

Industry Coordinator

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(ANNEX B)
TRAINING AGREEMENT AND WAIVER

(On-The-Job Training)

1. This training agreement commits trainee _____ of OROQUIETA AGRO – INDUSTRIAL SCHOOL, Villaflor, Oroquieta City, to undergo training in his field of chosen career to gain more knowledge and skills that the company _____, can extend to make him more globally competitive individual.
2. The course of in – plant training shall run for _____.
3. The trainee agrees to perform diligently the work assigned him by his supervisor in the company. He shall commit himself to improvement of his skill, knowledge and attitude so that he may enter his chosen occupation as desirable employee after training.
4. The trainee on training shall not displace a regular worker now employed nor substitute for worker needed by the company.
5. The trainee shall work without compensation in accordance with Sec. 1. Article B Code of Rules and Regulation implementing the minimum Wage Law and also in accordance with Sec. 9 of R.A. Bo. 72, Chapter 11 of Labor Code. That shall be understood that there shall be no employer – employee relationship whatsoever by band between company on one hand and the trainee on the other. However the company may opt to grant incentives in the form of daily allowance and other benefits.
6. The company may terminate any time a trainee commits any unlawful act that is against the rules and policies, however, termination can only be done upon thorough investigation of an authorized representatives of both parties.
7. That the trainee undergoing training with the firm/industry shall hold harmless and free the cooperating agency/firm its officers, employee & agent from any liability or cause of action be it civil, criminal or administrative for whatever illness, injury or claim that he may suffer or sustain as result of or a consequence of his training, within the company premises, or while going to & from the training stations or board company vessels or service vehicles. For the protection of the trainee, however the trainee shall be insured by OAIS under an insurance policy to cover untoward accident while and within the training period (in – center & in – plant).
8. The trainee shall be provided by the company with the necessary protective devices/clothing in hazardous working areas.

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9. The OAIS Industry coordinator or any representatives shall have the authority to transfer or withdraw the trainee at any time for valid reasons and upon agreement by both.
10. The COMPANY shall assign the student – trainee only to the following schedules 8:00 a.m. to 5:00 p.m. or 7:00 a.m. to 4:00 p.m. The main rule is strictly 8 hours of training. In no case shall the COMPANY require the student – trainee to report for training within the hours of 6:00 p.m. to 6:00 a.m., since the trainees have to study to maintain their scholarship standing.
11. The COMPANY and the Institution (OAIS) shall oblige the student – trainees accomplish their logbook of daily performance to monitor their progress and accomplishments. The logbook shall form part of the requirements for graduation.
12. The Industry Training Coordinator OAIS shall be responsible for the personal conduct of trainee and shall see to it that the trainee:
 - a. Attends the in – plant training and other related activities regularly and punctually.
 - b. Follows strictly the cooperating firms rules and regulations; and
 - c. Refrains from participating directly or indirectly in Labor union activities and labor problem.

(Trainee)	(Parent or Guardian)
Address	Period of In – Plant Training
Insurance Policy No.	Insurance Company
Accepted by:	
(Name & Sig. of Co. Representative)	Date of Start of In – Plant Training
	Date of Completion of In – Plant Training
Name of Industry/Cooperating Firm	Address

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(ANNEX C)



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region - 10



OROQUIETA AGRO-INDUSTRIAL SCHOOL
Purok 3, Villaflor, Oroquieta City

Email Address: tesda_oais@yahoo.com Tel/Fax No. (088)531-2111 (0998-998-2386)

December 3, 2019

Mr. Ernie O. Mangga

Proprietor
Eand N Auto Setrvic Center Car Wash and
General Merchandise
Purok 3, Upper Loboc, Oroquieta City

Sir Mangga,

Greetings!

I am respectfully sending you this endorsement letter for On-The-Job Training (OJT) in your firm for our newly graduated trainees named

- 1.) Garry Duhaylungsod
- 2.) Anthony Mabalod

In Automotive Servicing NC II of Oroquieta Agro-Industrial School, Villaflor, Oroquieta City. They have successfully completed the training required in our school Moreover, to better hone the skills they gained upon training, it is imperative for them to work in your firm to help better improve their skills and widen the learning gained as they put into actual practice in industry for Three Hundred Twenty hours (320 hrs.) all the things that the school taught them.

Thank you very much.

Very truly yours,

Elijah Beleno D. Demetrio II
(DTS/OJT FOCAL)

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(ANNEX D)

ON – THE – JOB TRAINING EVALUATION REPORT

NAME OF STUDENT/TRAINEE: _____ AGE: _____

PERMANENT ADDRESS: _____

TRAINING PROGRAM ENROLLED: _____

NAME AND ADDRESS OF INSTITUTION: _____

NO. OF TRAINING HOURS REQUIRED: _____

Signature of the Student/Trainee over Printed Name

(To be filled up by the Partner – Enterprise)

DIVISION/DEPARTMENT ASSIGNED: _____

TRAINING/s GIVEN: _____

INCLUSIVE DATE OF TRAINING: FROM: _____ TO: _____

TOTAL NO. OF HOURS RENDERED BY STUDENT/TRAINEE: _____

PARAMETERS OF EVALUATION	MAX. RATING TO BE GIVEN	RATING	REMARKS/RECOMMENDATION:
1. Quality of Work (thoroughness, accuracy & effectiveness)	20%		
2. Efficiency (able to complete work in allotted time)	15%		
3. Dependability, Reliability & Resourcefulness (ability to work with minimum of supervision)	15%		
4. Attendance (punctuality and completeness of attendance and proper observation of break time periods)	15%		
5. Team Work and Cooperation	5%		
6. Judgment (sound decisions; ability to identify problems & solutions)	15%		
7. Personality (personal grooming and pleasant disposition)	5%		
8. Work Ethics and Values (Courtesy, follows rules and regulations)	10%		
Total Rating:	100%		

Note: Passing Rate should be 80%

Evaluated by: _____

Name & Signature over Printed Name

QAIS QA SYSTEM	Procedure on On-the-Job Training	Document No. STP-022-SDP-01	
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Republic of the Philippines
 Technical Education and Skills Development Authority
 Region – X
 Oroquieta Agro – Industrial School
 Villaflor, Oroquieta City

DAILY TRAINEE'S LOGBOOK

Name: _____

Month: _____

DATE	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	NO. OF HOURS	DESCRIPTION OF WORK/JOB
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

 Certified Correct:

 Signature of Trainee

QAIS QA SYSTEM	Procedure on On-the-Job Training	Document No. STP-022-SDP-01	
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(ANNEX E)



OROQUIETA AGRO-INDUSTRIAL SCHOOL

Purok 3, Villaflor, Oroquieta City

Industry Feedback Report

Dear Employer,

Please write your comments or suggestions to help us find out what we need to do better in providing Tech – Voc. Training.

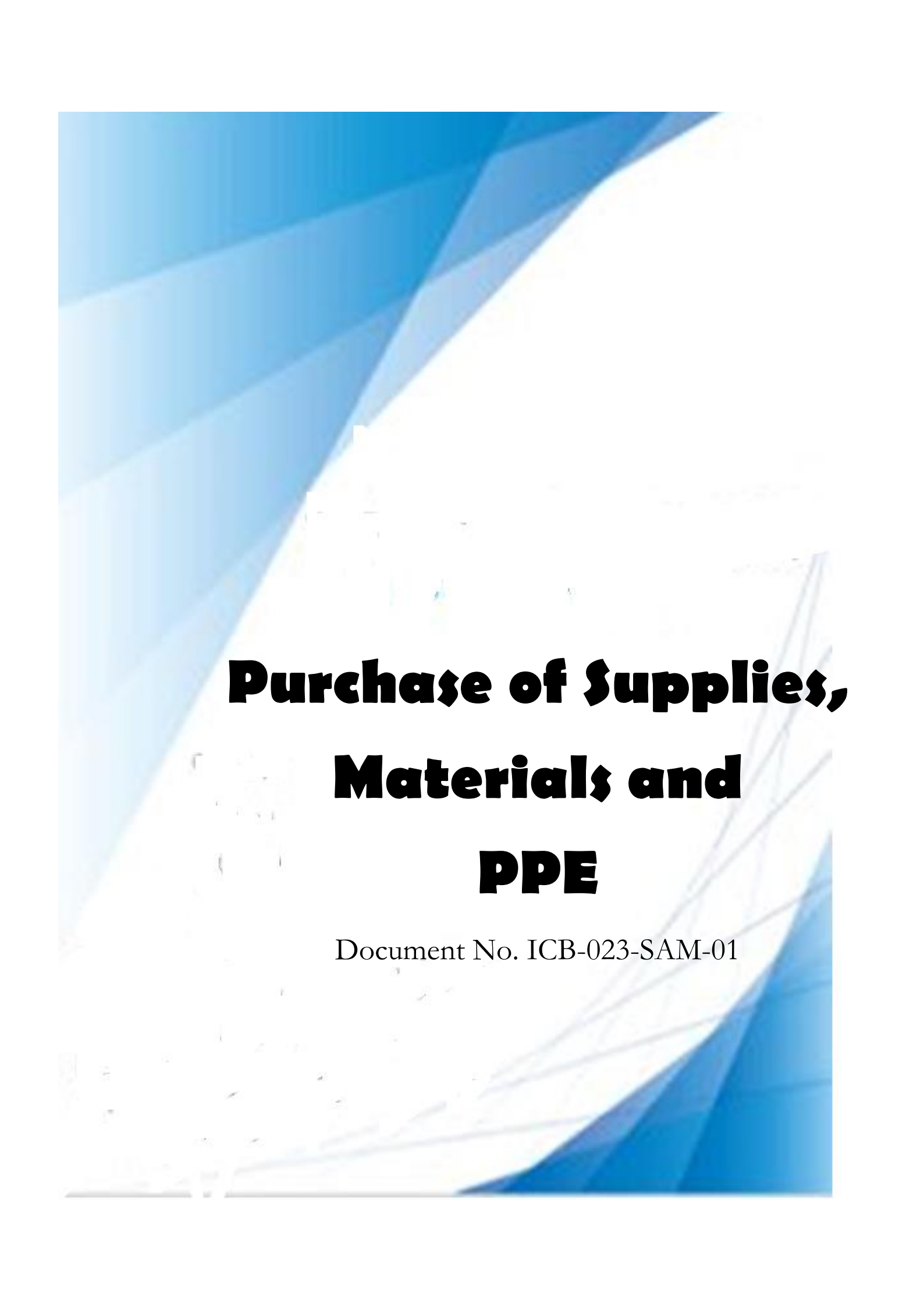
Date of Evaluation: _____

Name of Industry: _____

Name of Rater: _____

(Printed Name with Signature)

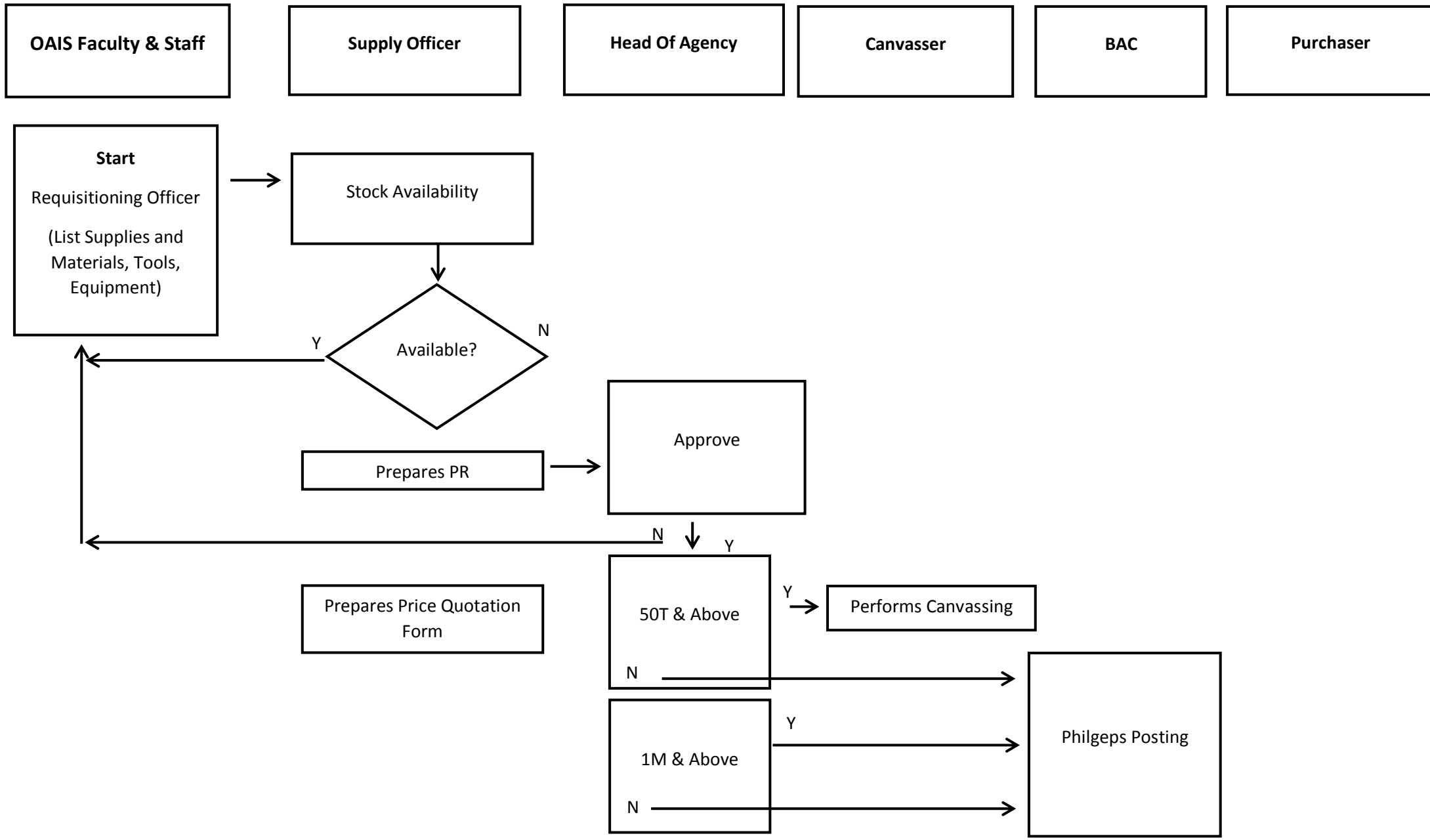
QAIS QA SYSTEM	Procedure on On-the-Job Training	Document No. STP-022-SDP-01	
		Issued by: JET	Date: 12-5-19
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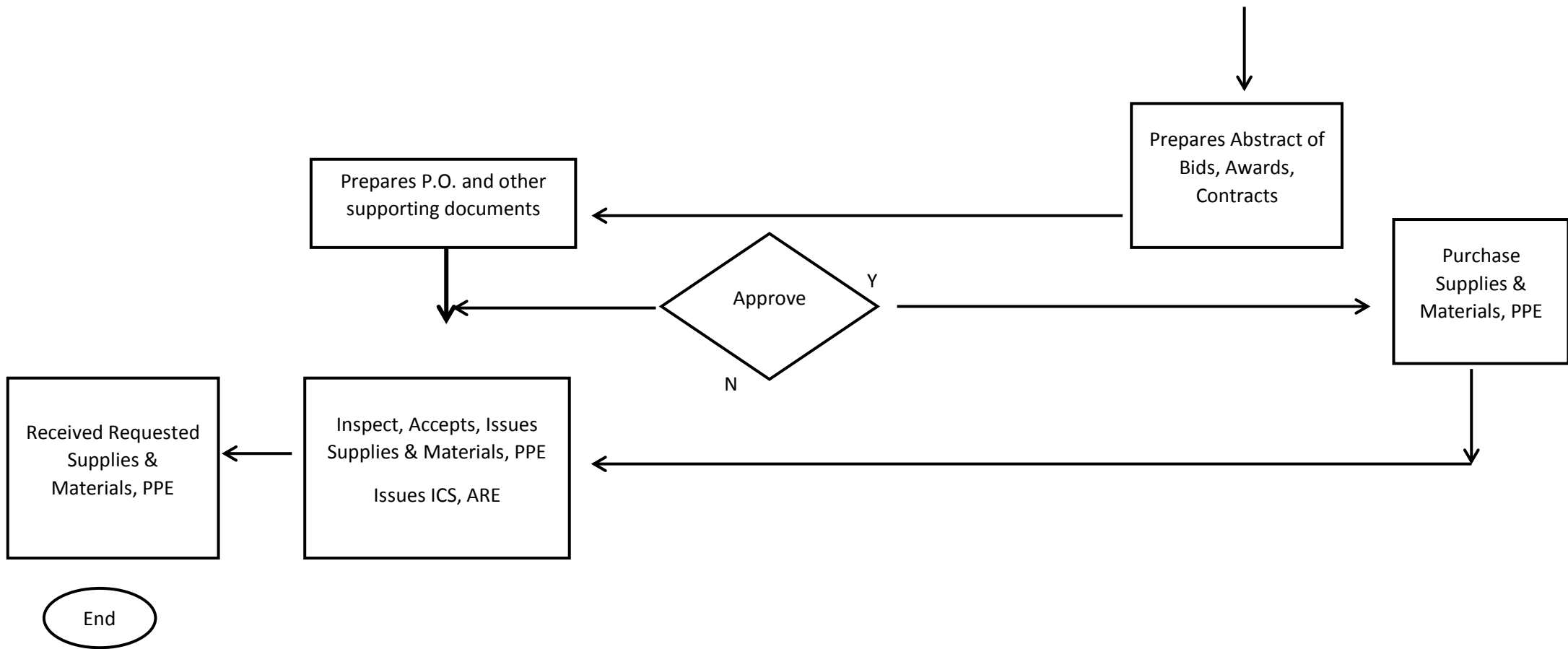


Purchase of Supplies, Materials and PPE

Document No. ICB-023-SAM-01

3.1 Flow





QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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4.0 Work Instruction

5.0 Forms

Purchase Request

Price Quotation Form

Purchase Order

Bids and Awards Form

Inspection and Acceptance Report

Inventory Custodian Slip

Acknowledgement Receipt for Equipment

6.0 Related Information

General Accounting Manual

General Appropriations Act

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
		Issued by: JET	Date: 3/15 /19
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PURCHASE REQUEST					
Entity Name: TESDA- OAIS			Fund Cluster:		
Office/Section :		PR No.:		Date:	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
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					-
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					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
				TOTAL:	-
Purpose:					
Requested by:		Approved by:			
Signature :					
Printed Name :					
Designation :					

Annex "A"

PRICE QUOTATION FORM

_____ Date

The Administrative Service
Oroquieta Agro-Industrial School
Villafior, Oroquieta City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item	Description/Specification	Unit	Quantity	Unit Cost	Total Price

(Amount in Words) _____

Amount in Figure) _____

The above-quoted prices are inclusive of all cost and applicable taxes

_____ Name and Signature of Representative

_____ Name of Company

_____ Contact Number

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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PURCHASE ORDER TESDA- OAIS Entity Name					
Supplier : _____			P.O. No. : _____		
Address : _____			Date: _____		
TIN : _____			Mode of Procurement : _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _ OAIS, P-3, Villaflor, Oroquieta City			Delivery Term : _ Full/Complete		
Date of Delivery : _ 10 Days			Payment Term : _ Check Disbursement (Local)		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Amount in Words					-
Conforme:			Very truly yours,		
Signature over Printed Name of Supplier			VOCATIONAL SCHOOL ADMINISTRATOR II		
Date					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			Amount : _____		

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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Contract Name:			OROQUIETA AGRO-INDUSTRIAL SCHOOL			Date:		
Contract Location:			TESDA - OAIS, P-3 VILLAFLORES, OROQUIETA CITY					
Implementing Office:			TESDA-OROQUIETA AGRO-INDUSTRIAL SCHOOL					
NAME OF				J & N A/S		Peoples Choice A/S		Wagas A/S
Item No.	Quantity	Unit	ARTICLES/DESCRIPTION					
Recommendation :				<i>The Bids and Awards Committee hereby RESOLVED to award the above item/s to the Lowest Responsive and Calculated Bid/Quotations as specified below and</i>				
				AWARD RECOMMENDED TO:				
No.	Name of Supplier	Item Description	Qty	Unit Price	ToTal			
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
BAC Chairman		BAC Member		BAC Member			-	
		BAC Member		BAC Member				

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region X
OROQUIETA AGRO-INDUSTRIAL SCHOOL
Purok - 3, Villaflores, Oroquieta City



INVENTORY CUSTODIAN SLIP

QUANTITY	UNIT	DESCRIPTION	INVENTORY ESTIMATED NO. OF USEFUL LIFE

Received by:	Received from:
DATE	DATE

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY - 10 Oroquieta Agro Industrial School				
ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT				
QTY.	UNIT	DESCRIPTION	Amount	PROPERTY NO.
Received by:			Received from:	
<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Date			<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Date	

QAIS QA SYSTEM	Procedure on Supplies, Materials, PPE Purchasing	Document No. ICB-023-SAM-01	
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Registration / Enrolment

Document No. STP-024-ADR-01

REGISTRATION/ENROLLMENT PROCEDURE

Schedule of Registration:

Monday - Friday
8:00 am – 5:00 pm

Who May Avail of the Service:

Applicants who are ready to submit the documentary requirements for registration.

What Are the Requirements for Submission:

- At least 16 years old/ High School Graduate
- Photocopy of Birth Certificate (PSA authenticated)
- 3pieces 1x1ID picture
- 3 pieces passport size picture
- Original copy of Form 138-A or High School Report Card
- For second courser, photocopy of TOR
- 1 Long Brown Envelop

Duration :37 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person-in-Charge	Fees	Form
1	Submits the required documents for enrollment/registration	<ul style="list-style-type: none"> ▪ Validates the submitted documents 	10 minutes	Registrar		Enrollment Form (MIS 03-01 ver. 2018)

QAIS QA SYSTEM	Procedure on Registration / Enrolment	Document No. STP-024-ADR-01	
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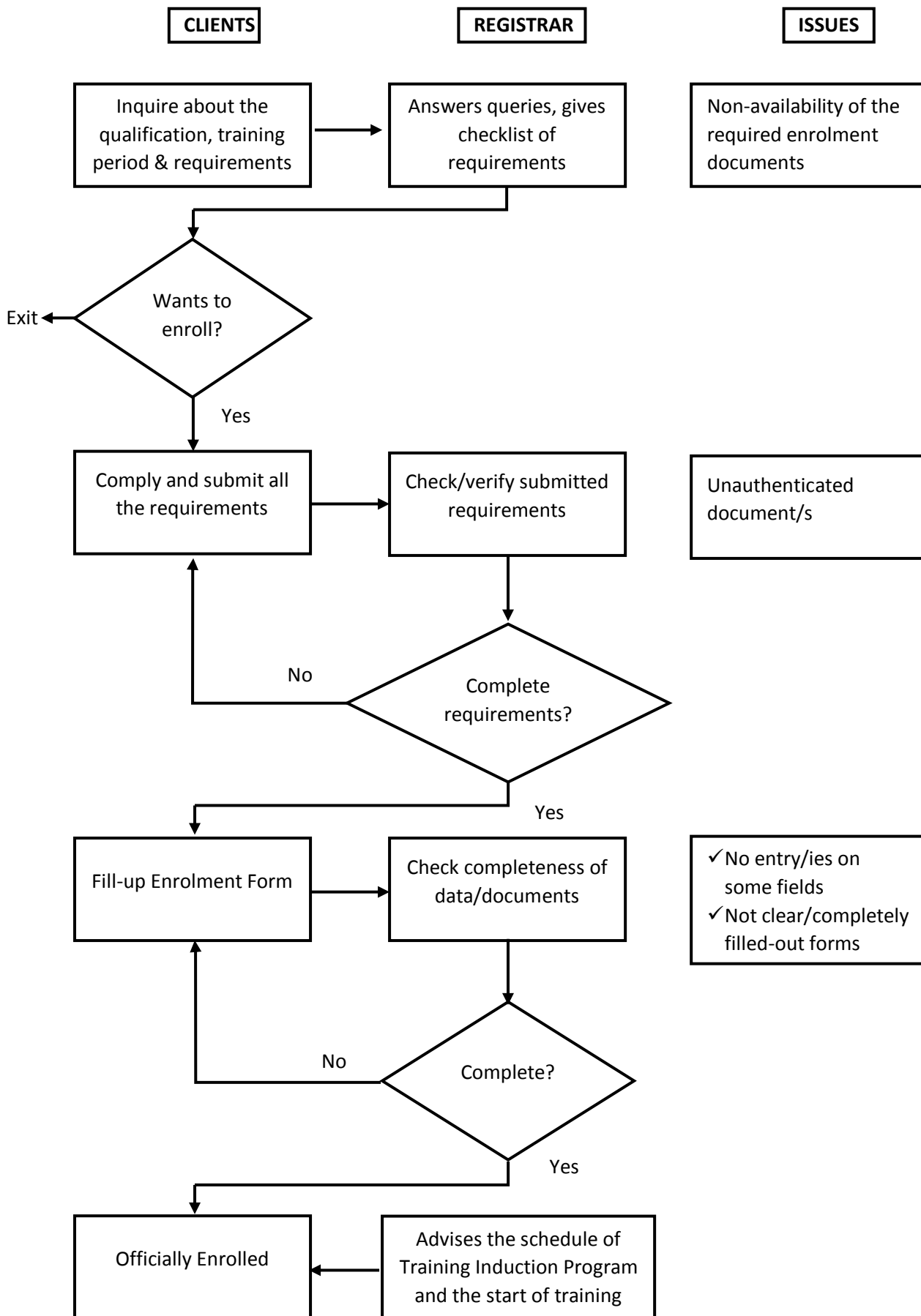
2	Fills-in the enrollment/registration form	▪ Checks the accomplished form	10 minutes	Registrar		
3	Settle enrollment requirement/fees	▪ Process enrollment	15 minutes	Registrar Cashier		Enrollment Form Assessment Form Official Receipt
		▪				
4	Get information on the date of orientation and start of training	▪ Advises when to start the orientation and training	2 minutes	Registrar		

END OF TRANSACTION

QAIS QA SYSTEM	Procedure on Registration / Enrolment	Document No. STP-024-ADR-01	
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2.0 Procedure

2.1 Flowchart



3.0 Work Instructions

4.0 Forms

MIS 03-01

5.0 Related Information

QAIS QA SYSTEM	Procedure on Registration / Enrolment	Document No. STP-024-ADR-01	
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<input type="checkbox"/> Solo Parent's Children	<input type="checkbox"/> Family Members of Microentrepreneur	<input type="checkbox"/> Victim or Survivor of Human Trafficking
<input type="checkbox"/> Senior Citizens	<input type="checkbox"/> Micro Entrepreneurs	<input type="checkbox"/> Drug Dependent Surrenderers
<input type="checkbox"/> TVET Trainers	<input type="checkbox"/> Farmers and Fisherman	<input type="checkbox"/> Rebel Returnees or Decommissioned
<input type="checkbox"/> Displaced HEIs Teaching Personnel	<input type="checkbox"/> Family Members of Farmers and Fisherman	<input type="checkbox"/> Inmates and Detainees
<input type="checkbox"/> Persons with Disabilities	<input type="checkbox"/> Community Trng. & Employment Coordinator	<input type="checkbox"/> Family Members of Inmates and Detainees
<input type="checkbox"/> Currently Employed Workers	<input type="checkbox"/> Overseas Filipino Workers (OFW) Dependents	<input type="checkbox"/> Uniformed Personnel
<input type="checkbox"/> Employees with Contractual/Job-Order Status	Name of OFW: _____	<input type="checkbox"/> Wounded-in-Action AFP & PNP Personnel
<input type="checkbox"/> Urban and Rural Poor	<input type="checkbox"/> Returning/Repatriated Overseas Filipino Workers	<input type="checkbox"/> Family Members of AFP and PNP Killed-and-Wounded In-Action
<input type="checkbox"/> Informal Workers	Specify Country and Length of Stay: _____	<input type="checkbox"/> TESDA Alumni

5. Type of Disability (for Persons with Disability Only): To be filled up by the TESDA personnel

<input type="checkbox"/> Mental/Intellectual	<input type="checkbox"/> Visual Disability	<input type="checkbox"/> Orthopedic (Musculoskeletal) Disability
<input type="checkbox"/> Hearing Disability	<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Multiple Disabilities, specify
<input type="checkbox"/> Psychosocial Disability	<input type="checkbox"/> Disability Due to Chronic Illness	<input type="checkbox"/> Learning Disability

6. Causes of Disability (for Persons with Disability Only): To be filled up by the TESDA personnel

<input type="checkbox"/> Congenital/Inborn	<input type="checkbox"/> Illness	<input type="checkbox"/> Injury
--	----------------------------------	---------------------------------

7. Taken NCAE/YP4SC Before?

Yes

No

Where: _____

When: _____

8. Name of Course/Qualification

9. If Scholar, What Type of Scholarship Package (TWSP, PESFA, STEP)?

10. Privacy Disclaimer

I hereby allow TESDA to use/post my contact details, name, email, cellphone/landline nos. and other information I provided which maybe used for processing of my scholarship application, for employment opportunities and other purposes.

Agree

Disagree

11. Applicant's Signature

This is to certify that the information stated above is true and correct.

APPLICANT'S SIGNATURE OVER PRINTED NAME

DATE ACCOMPLISHED

1x1 picture taken
within the last 6
months

Noted by:

PROVINCIAL/DISTRICT DIRECTOR
(Signature Over Printed Name)

DATE RECEIVED

Right Thumbmark

QAIS QA SYSTEM	Procedure on Registration / Enrolment	Document No. STP-024-ADR-01	
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Application for Leave

Document No. ICB-025-PEM-03

APPLICATION FOR LEAVE

Vacation Leave, Special Privilege and Solo Parent Leave:

Must be filed at least Five Days (5) days before the intended date for leave.

Procedure:	Employee/Personnel	Person In-charge
1. Ask Application Leave Form to In-charge	Employee/Personnel	In-charge (Ms. Glenda G. Salavedra)
2. Fill up Application Leave Form completely- give to In-charge		In-charge (Ms. Glenda G. Salavedra)
3. Certification of Leave Credits (compute leave balance) - process within 5 day by the in-charge.		In-charge (Ms. Glenda G. Salavedra)
4. Signatures:		
A. Certification of Leave Credits (leave balances: Vacation, Special Privilege, Solo Parent)	Employee/Personnel	Registrar III/HR Designate (Ma'am Juliet E. Tumale)
B. Recommendation for leave application		Master Teacher/VIS Designate (Ma'am Vergie A. Dela Torre)
C. Approved by: for application for leave		Vocational School Administrator II (Sir Lee R. Catane)
5. Follow -up application for leave day before the applied date if approved or disapproved.		In-charge (Ms. Glenda G. Salavedra)

QAIS QA SYSTEM	Procedure on Leave of Absence Application	Document No. ICB-025-PEM-03	
		Issued by: JET	Date: 12-5-19
		Revision No. 00	Page 1 of 4

APPLICATION FOR LEAVE

Sick Leave:

Should be filed immediately upon official or employee's return from such leave.

Procedure:	Employee/Personnel	In-charge
1. Ask Application Leave Form to In-charge	Employee/Personnel	In-charge (Ms. Glenda G. Salavedra)
2. Fill up Application Leave Form completely- give to In-charge		In-charge (Ms. Glenda G. Salavedra)
3. Certification of Leave Credits (compute leave balances)		In-charge (Ms. Glenda G. Salavedra)
4. Signatures:		
A. Certification of Leave Credits (leave balances: Sick leave)	Employee/Personnel	Registrar III/HR Designate (Ma'am Juliet E. Tumale)
B. Recommendation for leave application		Master Teacher/VIS Designate (Ma'am Vergie A. Dela Torre)
C. Approved by: for application for leave		Vocational School Administrator II (Sir Lee R. Catane)
5. Follow -up application for leave day before the applied date if approved or disapproved.		In-charge (Ms. Glenda G. Salavedra)

QAIS QA SYSTEM	Procedure on Leave of Absence Application	Document No. ICB-025-PEM-03	
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APPLICATION FOR LEAVE

Compensatory Leave:

Must be filed at least Five Days (5) days before the intended date for leave.

Procedure:	Employee/Personnel	In-charge
1. Ask Application Leave Form to In-charge	Employee/Personnel	In-charge (Ms. Glenda G. Salavedra)
2. Fill up Application Leave Form completely- give to In-charge		In-charge (Ms. Glenda G. Salavedra)
3. Certification of Leave Credits (compute leave balances)		In-charge (Ms. Glenda G. Salavedra)
4. Signatures:		
A. Certification of Leave Credits (leave balances: Sick leave)	Employee/Personnel	Registrar III/HR Designate (Ma'am Juliet E. Tumale)
B. Recommendation for leave application		Master Teacher/VIS Designate (Ma'am Vergie A. Dela Torre)
C. Approved by: for application for leave		Vocational School Administrator II (Sir Lee R. Catane)
5. Follow -up application for leave day before the applied date if approved or disapproved.		In-charge (Ms. Glenda G. Salavedra)

Work Instructions

Forms

Form 6

Related Information

TESDA Memorandum

TESDA Circular

QAIS QA SYSTEM	Procedure on Leave of Absence Application	Document No. ICB-025-PEM-03	
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway
Taguig, Metro Manila

APPLICATION FOR LEAVE

Application Number _____

1 OFFICE / DIVISION QAIS, Oroquieta City	2. Employee Code	3. NAME (LAST) (FIRST) (MIDDLE)	
2 DATE OF FILING	5. POSITION		6. SALARY GRADE
DETAILS OF APPLICATION			
7 A) TYPE OF LEAVE <input type="checkbox"/> Vacation <input type="checkbox"/> To seek employment <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Reasons Sick (Specify) <input type="checkbox"/> Maternity <input type="checkbox"/> Others (Specify)		7 B) WHERE LEAVE WILL BE SPENT (1.) IN CASE OF VACATION LEAVE <input type="checkbox"/> In the Philippines <input type="checkbox"/> Abroad (Specify) (2.) IN CASE OF SICK LEAVE In Hospital (Specify) <input type="checkbox"/> Out Patient (Specify)	
7 C) NUMBER OF WORKING DAYS APPLIED FOR Number of days _____ Inclusive dates: _____		7 D) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
I hereby certify that I will not work anywhere in the country / abroad while on leave		_____ Signature of Applicant	
DETAILS OF ACTION ON APPLICATION			
HRMD USE ONLY 8. A) CERTIFICATION OF LEAVE CREDITS AS OF _____ VACATION SICK TOTAL _____ _____ JULIET R. TONGALE Registrar III/HR.D's signature		8. B) RECOMMENDATION <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved VERGIE A. DELA TORRE Master Teacher - I/VIS Designate	

8. C) APPROVED FOR

with pay
without pay
with pay (SPL)

8. D) DISAPPROVED DUE TO

LEE R. CATANE

Vocational School Administrator II

QAIS QA SYSTEM	Procedure on Leave of Absence Application	Document No. ICB-025-PEM-03	
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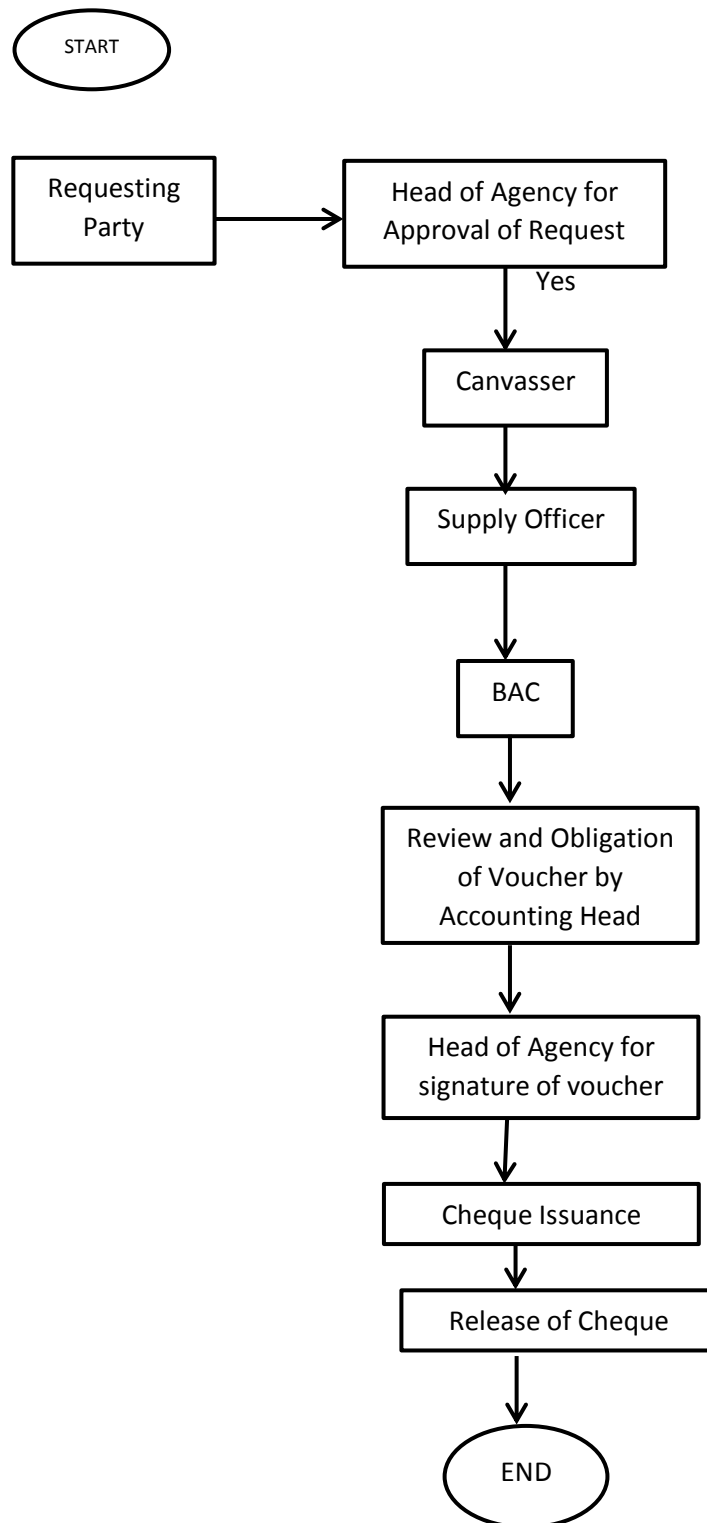
Release of Funds

Document No. ICB-027-FIM-01

Procedures

Flowchart

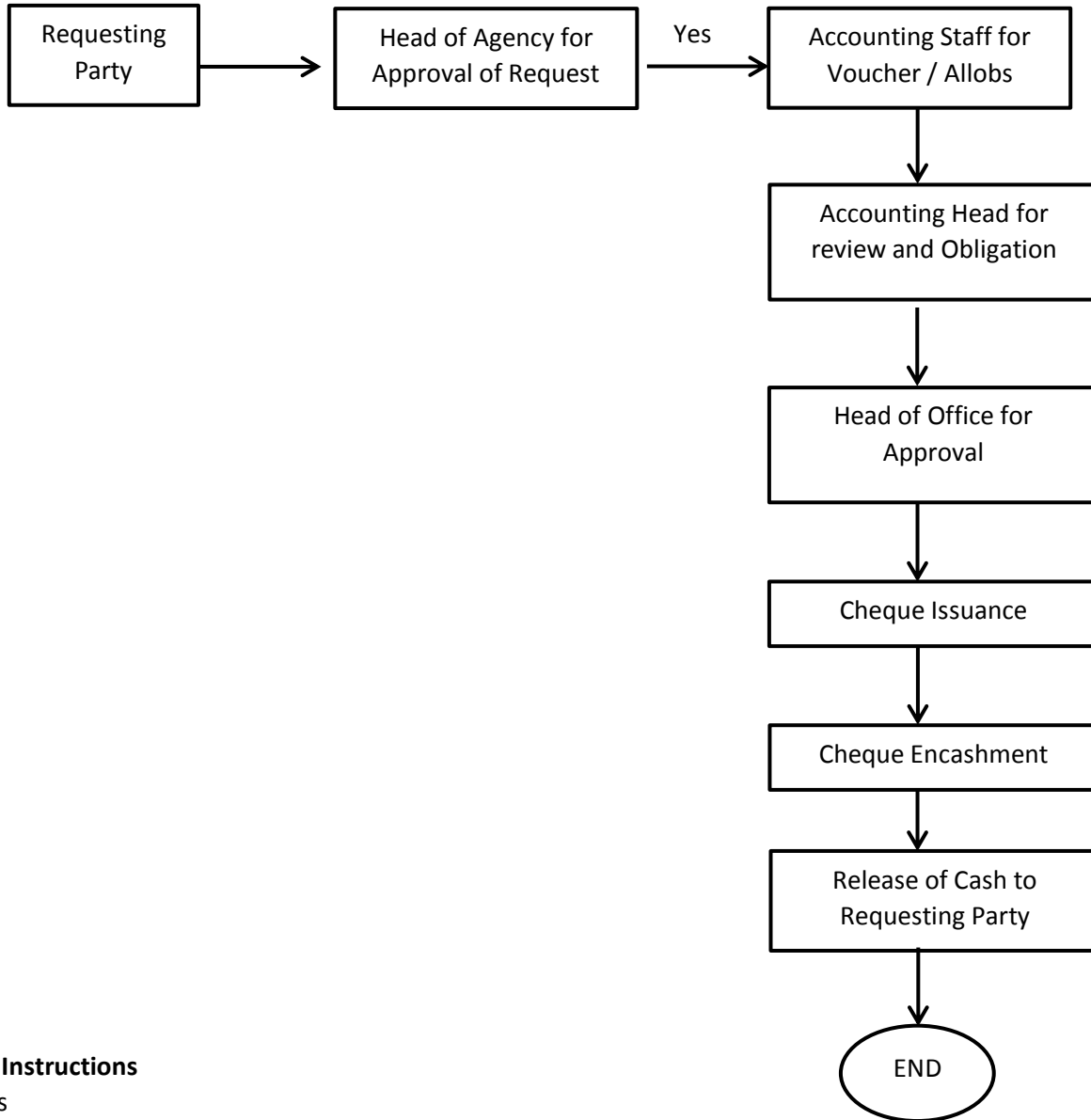
For Supplies and Materials



QAIS QA SYSTEM	Procedure on Release of Funds	Document No. ICB-027-FIM-01	
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Flowchart

For Cash Advances / Allowances / Payroll



Work Instructions

- Forms
- Disbursement Voucher
- Obligation Request and Status
- Payroll

Related Information

QAIS QA SYSTEM	Procedure on Release of Funds	Document No. ICB-027-FIM-01	
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Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 Region - 10
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Purok 3, Villaflor, Oroquieta City
 Email Address: tesda_oais@yahoo.com Tel/Fax No. (088)531-2111



Fund Cluster :

Date :
 DV No. :

Mode of Payment		<input type="checkbox"/> MDS CHECK <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)	
Payee		TIN/Employee No.:	ORS/BURS No.:
Address	OROQUIETA CITY		
as per supporting papers attached hereto in the total amount of..			
AMOUNT			
A.	Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.		
VERGIE A. DELA TORRE VOCATIONAL INSTRUCTION SUPERVISOR			
B.	Accounting Entry:		
	Account Title	UACS Code	Debit Credit
	Cash in Bank	1010202000	- -
	Advances to Officers and Employees	1990104000	- -
C.	Certified:		D. Approved for Payment
	<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper		
Signature		Signature	
Printed Name	MARISA S. JUMALON	Printed Name	ENGR. LEE R. CATANE
Position	Head, Accounting Unit/Authorized Representative	Position	VOCATIONAL SCHOOL ADMINISTRATOR II
Date		Date	
E.	Receipt of Payment		JEV No.
Check/ ADA No. :	Date :	Bank Name & Account Number:	
Signature :	Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents			0

QAIS QA SYSTEM	Procedure on Release of Funds	Document No. ICB-027-FIM-01	
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OBLIGATION REQUEST AND STATUS



Serial No. : 2020-

Date:

Fund Cluster :

TESDA - OAIS

Payee					0
Office	TESDA - OAIS				
Address	OROQUIETA CITY				
Responsibility Center	Particulars	MFO/PAP	UACS Object Code		
	0				
	as per supporting papers attached hereto in the total amount of..		1990104000		
	Total			-	

A. Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature _____

Name: **VERGIE A. DELA TORRE**

Position: **VOCATIONAL INSTRUCTION SUPERVISOR**

Head, Requesting Office/Authorized Representative

Date : _____

B. Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature _____

Name: **MARISA S. JUMALON**

Position: **ADMINISTRATIVE OFFICER II**

Head, Budget Division/Unit/Authorized Representative

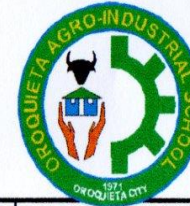
Date : _____

C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADATRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)
	01/00/00						
	as per supporting papers attached hereto in the total amount of..						

QAIS QA SYSTEM	Procedure on Release of Funds	Document No. ICB-027-FIM-01	
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Republic of the Philippines
 Technical Education and Skills Development Authority
OROQUIETA AGRO-INDUSTRIAL SCHOOL
 Purok 3, Villaflores, Oroquieta City
DAILY WAGE PAYROLL
 (January 16-31, 2020)



No.	LAST NAME	FIRST NAME	M.I.	Occupation	No. Of Days	Rate per Day	Gross Amount	COOP	Undertime	Amount Paid	Signature
1							-			-	
2							-			-	
3							-			-	
4							-			-	
5							-			-	
6							-			-	
7							-			-	
8							-			-	
9							-			-	
10							-			-	
							-	-	-	-	

This is to certify that the above named persons rendered services:

1-3/6/9- Maintain cleanliness & feed ruminants of OAIS Clarin. 4/5/9-Agricultural Farm. 7-Assigned in Mobod owned agri land. 8-Laundry services, ground sweeper.
 I further certify that Saturdays, and Sundays labor was rendered for the interest of the public service`

VERGIE A. DELA TORRE

Certified:
 Each person whose name appears on this roll had rendered services for the time stated

VERGIE A. DELA TORRE

Name & Signature of Foreman/Supervisor

Approved for Payment

LEE R. CATANE

Name & Signature of Approving Officer

Certified:

Each person whose name appears on the above roll had been paid the amount stated opposite his name after identifying him

MINDA S. PERALES

Name & Signature of Disbursing Officer

QAIS
QA
SYSTEM

Procedure on Release of
Funds

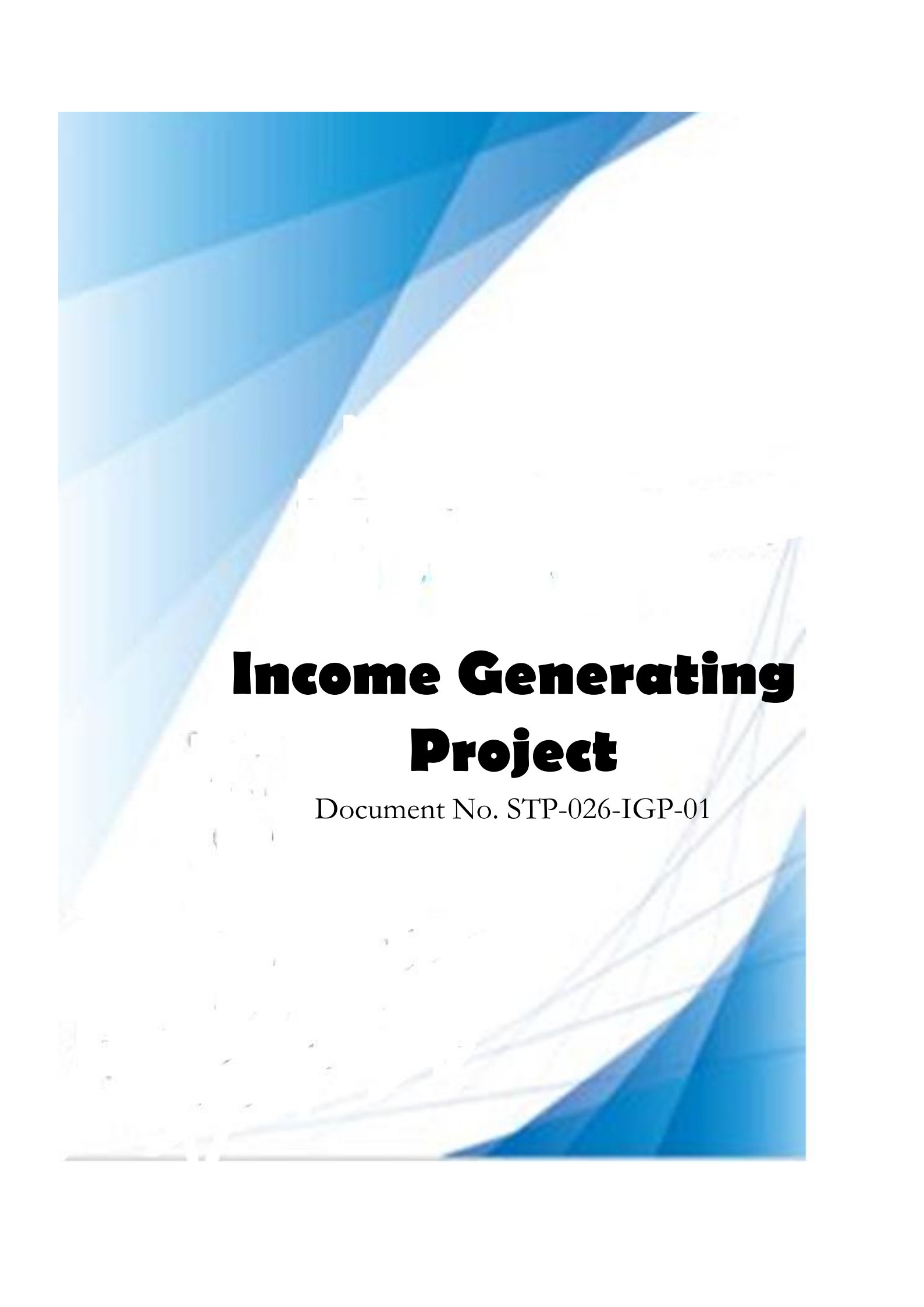
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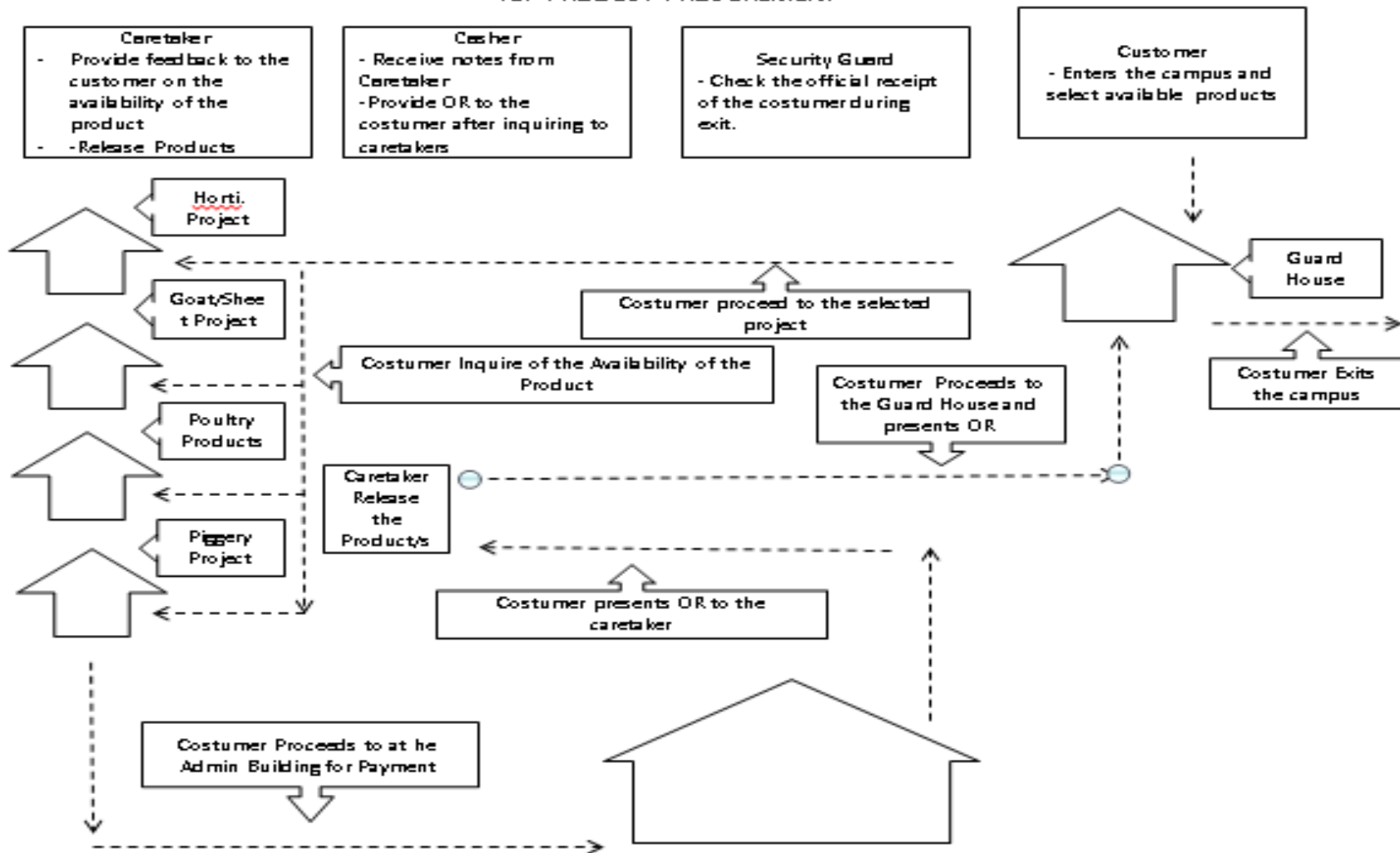
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Income Generating Project

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PROCESS FLOW
IGP PRODUCT PROCUREMENT



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