



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

OFFICE DIVISION OF CAGAYAN DE ORO CITY

RELEASED

DATE: **OCT 17 2023**

Office of the Schools Division Superintendent

16 October 2023

DIVISION MEMORANDUM

No. **344** s, 2023

**PROPOSED CDO SECONDARY SCHOOLS TO APPLY FOR TECHNICAL AND
EDUCATION SKILLS AND DEVELOPMENT AUTHORITY ASSESSMENT CENTER
(TESDA AC)**

To: School Heads
Bulua NHS
CDONHS-SHS
East Gusa NHS
Iponan NHS
Lapasan NHS
Lumbia NHS

1. Regarding the application for accreditation as TESDA Assessment Center, aforementioned school heads and TVL coordinators are directed to comply necessary documentary requirements per Technical and Education Skills and Development Authority (TESDA) standards.
2. Enclosure 1 indicates the checklist of requirements for reference.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, sex, religion, and ethnicity.
4. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

JAM/DM-proposed cdo secondary schools for tesda-ac
October 16, 2023



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CHECKLIST OF REQUIREMENTS
COMPETENCY ASSESSMENT CENTER

1.	Letter of Intent
2.	Copy of SEC Registration or equivalent (CDA- registered, R.A., except Sole Proprietorship)
3.	Financial Statement (Latest audited) • For New Company: Paid up capital required by the SEC • For Existing: Latest Audited by a third party
4.	Business Permit (Current and valid)
5.	Fire Safety Certificate (Current and valid)
6.	BIR Registration (Valid)
7.	Company Profile
8.	Organizational Structure
9.	Staff Complement and Profile
10.	Building lay-out/floor plan/shop lay-out
11.	Self-Assessment Checklist (TESDA-OP-CO-03-F02)
12.	List of complete facilities, tools, equipment, and materials appropriate to the qualification/ applied for (identified in the CATs)
13.	Location map
14.	Lease Contract/Proof of Ownership of the location/premises of the Assessment Center
15.	Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04)

**ACCREDITATION OF ASSESSMENT CENTER
SELF-ASSESSMENT CHECKLIST**

Name of Assessment Center-Applicant			
Address			
Contact Number		Email address	
Title of Qualification Applied for			
Date Accomplished			

A. PHYSICAL STRUCTURE			
Item	Quantity		Remarks
	Required	Existing	
A.1 Location and Area			
A.1.1. Accessibility	Accessible to public transport		
A.1.2. Assessment area	Minimum area provided to permits ample workplace for candidates		
A.2. Lighting and Ventilation			
A.2.1. Assessment room or laboratories	Well lighted (30 – 40 Foot Candle)		
A.2.2. Air conditioning unit	Optional		
A.2.3. Blowers/fans	Quantity shall be according to the size of the room		
A.3 Auxiliary Room			
A.3.1. Storeroom	Storeroom for tools, materials (shelves properly labeled) Bins/racks for critical materials		
A.3.2. Room for performance assessment	Must be able to accommodate at least 10 candidates/ batch		
A.3.3 Orientation Room / Holding Area	Must be able to accommodate at least 10 candidates/ batch		
A.3.4. Chairs and tables			
A.3.5. Comfort rooms	Clean and functional Separate for male and female Located at convenient part of the building		
A.4. Assessment Equipment, Hand tools, Supplies, Materials			
A.4.1. Equipment	In accordance with the list in the Competency Assessment Tools of the Qualification applied for		
A.4.2. Hand tools			
A.4.3. Supplies, materials			
A.5. Safety Provisions			

A.5.1. Medicine cabinet	With first aid kit and other medical paraphernalia		
A.5.2. Open floor spaces	Entrances and exits are marked and maintained		
A.5.3. Work stations, tool panels and equipment	Are appropriately grouped to provide ease of movement		
A.5.4. Fire extinguishers	Functional/valid/current		
	Located in conspicuous and highly accessible locations/ places		
A.5.5. Equipment lay out	Arranged according to sequence of operations to allow maximum use of resources		
B. Administrative			
B.1.Documentary Requirements	1. Letter of Intent		
	2. SEC Registration or equivalent (CDA-registered, RA, except Sole Proprietorship)		
	3. Financial Statement - For New Company: Paid up capital required by the SEC - For Existing: Latest Audited by a third party		
	4. Business Permit (Current and Valid)		
	5. BIR Registration (Valid)		
	6. Company Profile		
	7. Organizational structure		
	8. Staff complement and profile		
	9. Building lay out/ Floor plan		
	10. Self-assessment checklist		
	11. List of equipment/ tools and materials		
	12. Location map		
	13. Lease Contract/ Proof of Ownership of the location/premises of the Assessment Center		
	14. Fire Safety Certificate (Current and Valid)		
B.2. Communication Facilities	1. Telephone/mobile phone		
	2. Fax machine/ internet connection		
	3. Computer with peripherals		
	4. CCTV system (Functional) Assessment Area (per qualification)		
B.3. Staff Complement			
B.3.1. Manager			
B.3.2. Cashier			
B.3.3. Computer Operator/ Data Encoder			
B.3.4. Liaison Officer			
B.3.5. Processing Officer			

Submitted by:		
	_____	_____
	Name of Authorized AC Representative	Signature
	_____	_____
	Position/Designation	Date of submission