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| TESDA-OP-CO-02-F02REV. No. 00-03/08/17**TVI/COMPANY COMPLIANCE AUDIT PLAN****Objective : To determine the continuous compliance of the TVI/company on program registration requirements and guidelines****Name of TVI/****Company :** **Head/Administrator:** **Address :** **Programs to be :** **Audited****Schedule** **of Audit :**

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| **\*Audit Activities and Areas to be Audited\*** | **Time** | **Auditee** | **Assigned Auditor** |
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**\*Audit Activities and Areas to be Audited – which include activities such as Opening Meeting, Report Preparation, Closing Meeting and Program Registration Requirements to be audited**Note: Completed forms and/or other information submitted by the TVI/company during the program registration process should be made available for inspection by the audit team; TVI/company should ensure the availability of concerned trainer and students on the actual date of audit. Otherwise, inform PO of audit re-scheduling if concerned trainer and students are not available.**Prepared by: Approved by:**  **Lead Auditor Regional Director****Date: Date:**  **Conforme:** **TVI Head/Administrator/Company Head/Representative** **Date:** Note: In case of audit re-scheduling the TVI Head/Administrator/Company Head shall indicate the preferred date of audit and reason/s for re-scheduling:

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| **Preferred Date of Audit:** |  |
| **Reason/s for audit re-scheduling:** |  |

  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****TVI Head/Administrator/Company Head/Representative** **(Signature over Printed Name)** **Approved by:** **Regional Director** **Date:**  |