



**APPLICATION FOR THE  
REGISTRATION OF APPRENTICESHIP PROGRAM**

\_\_\_\_\_ Date

The Provincial Director  
TESDA \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

We would like to express our intention to be your partner in providing our new entrants to the labor force opportunity to develop their skills through the government's Kasanayan at Hanapbuhay Program (*An Apprenticeship and Employment Program*).

In this regard, may we apply for the following apprenticeable occupation(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosed herewith are the following documents for your perusal.

- ( ) Certification that the number of apprentices to be hired is not more than 20% of the total regular workforce.
- ( ) Curriculum Design

We hope for your immediate action on this application.

Very truly yours,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact No.



## Curriculum Design

Course Title :  
 Qualification Level:  
 Suggested Nominal Training Duration:  
 Course Description:

This qualification is designed to equip individuals with operational skills in \_\_\_\_\_  
 the following occupational titles:

- 1.
- 2.
- 3.

To obtain this qualification, all the following units of competency must achieved,

Unit of Competency	Nominal Duration	Learning Outcome	Methodology	Assessment Criteria

APPRENTICESHIP AGREEMENT  
(Between Firm and Apprentice)

This AGREEMENT duly entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by and between \_\_\_\_\_  
(Name of Company)  
with business address at \_\_\_\_\_  
hereinafter referred to as the *FIRST PARTY*,  
and \_\_\_\_\_ born on \_\_\_\_\_  
(Name of Apprentice)  
and residing at \_\_\_\_\_ hereinafter referred to  
as the *SECOND PARTY*, and being minor is represented by his \_\_\_\_\_  
hereinafter referred to as the *GUARDIAN*.

WITNESSETH: That the *FIRST PARTY* and the *SECOND PARTY*, represented by his *GUARDIAN*, do hereby mutually agree and bind themselves as follows:

1. That the *FIRST PARTY* agrees to train and employ the *SECOND PARTY* and the *SECOND PARTY* agrees to apply himself diligently and faithfully as an apprentice subject to the following terms and conditions:

Occupation \_\_\_\_\_  
Period of Apprenticeship \_\_\_\_\_  
Probationary Period \_\_\_\_\_  
Monthly Wage \_\_\_\_\_

2. That the schedule of apprenticeship shall be in accordance to the course design hereto attached and made part of this agreement and marked as Annexes "A".
3. That the *SECOND PARTY* shall work the equivalent of eight (8) hours a day in the course of his apprenticeship. Overtime work may be allowed provided the hours of work rendered are duly credited towards hours of training with the effect of shortening the period of apprenticeship. The *SECOND PARTY* shall be entitled to the corresponding overtime work pay.
4. That upon satisfactory completion of the Apprenticeship Program by the *SECOND PARTY*, the Apprenticeship Committee shall recommend to TESDA Provincial Office concerned the issuance of Certificate of Completion. Graduates of Apprenticeship Program shall be subjected to competency assessment. Upon passing, a corresponding Certificate of Competency shall be issued the *FIRST PARTY* to the *SECOND PARTY*;
5. That the company rules and regulations shall be observed as part of the terms and conditions of this Apprenticeship Agreement.
6. That this Agreement takes effect on the date of the start of training by the Apprentice.

IN WITNESS WHEREOF, the parties her unto affixed their signature this day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_.

FIRST PARTY

SECOND PARTY

By:

\_\_\_\_\_  
Name of Firm/Company or  
Sponsoring Organization

\_\_\_\_\_  
Signature of Apprentice

This is to CERTIFY that the foregoing apprenticeship agreement has been ratified by the \_\_\_\_\_ this day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_  
(Name of Apprenticeship Committee)

Philippines.

\_\_\_\_\_  
Signature of Apprenticeship Committee Chairman/  
Committee Secretary



Republic of the Philippines  
 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
 REGIONAL OFFICE  
 Address

CERTIFICATE OF TVET PROGRAM REGISTRATION  
 AP No. 04-01-03-001

Pursuant to Republic Act No. 7796 creating Technical Education and Skills Development Authority (TESDA) and in accordance with TESDA Resolution 98-03 dated January 23, 1998, the

NAME OF ENTERPRISE  
 Business Address

is hereby granted Authority to offer the Apprenticeship Program in:

(Occupation Title/s)

This Certificate of TVET Program Registration is hereby granted on the basis of the enterprise's compliance with prescribed requirements for the Apprenticeship Program. This Certificate shall be subject to revocation should the enterprise fail to faithfully follow the rules and regulations governing the Apprenticeship Program prescribed by the TESDA Law and the Labor Code of the Philippines.

This Certificate shall not extend to any other program of any other branch of the Enterprise.

Given in \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY THE AUTHORITY OF THE TESDA DIRECTOR GENERAL:

\_\_\_\_\_  
 Provincial Director



\_\_\_\_\_  
Date

## CERTIFICATION

This is to certify that the number of apprentices our company will be hiring is not more than twenty percent (20%) of the total regular workforce.

This certification is being issued as part of the requirements under the Kasawayan at Hanapbuhay Program

\_\_\_\_\_  
Name of  
President/Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address



NMIS Form No. 50

Republic of the Philippines  
 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
 Region \_\_\_\_\_

ENROLLMENT REPORT

Major Classification:		Code No.	Program:	Training Cost			No. of Enrollees		Date of Start	Instructors Name:			
Course:				A) TESDA:						Date of Finish			
Program Type:			Specific Training Type:	B) Other Agencies:						No. of Training Hrs.			
Venue Type:				1.	=P=					Lecture:			
Municipality/Province				2.	=P=					Practicum:			
				3.	=P=								
NAME		M	ADDRESS	Civil	S	A	Edoc	Empl	Present Occ.	No.	Income	Ave.	Other
Family Name, First Name		1	House No./St./Brgy/Mun.	Stat.	E	G	Attnt	Type	Specify	of	Per.Yr.	Family	Training
					X	E			Position/Desig	Yrs.		Income	Finished/
													Attended

Prepared by:

Approved by:



Republic of the Philippines  
 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
 Region \_\_\_\_\_

TERMINAL REPORT

Major Classification:	Code No.	Program:	Training Cost: A) TESDA: B) Other Agencies:	No. of Enrollees	Date of Start	Instructors Name:
Course:					Date of Finish	No. of Training Hrs. Lecture: Practicum:
Program Type:		Specific Training Type:	1. =P=			
Venue Type:			2. =P=			
Municipality/Province			3. =P=			

GRADUATES		M	GRADUATES (cont)		M	GRADUATES (cont)		M
Family Name,	First Name	I	Family Name,	First Name	I	Family Name,	First Name	I

Prepared by:

Approved by: