

96th TESDA Board Meeting

03 February 2017, Friday, 2:30 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2017-16

(Page 1 of 4 pages)

**APPROVING THE ASSESSMENT FEE FOR
FRONT OFFICE SERVICES NC II**

WHEREAS, paragraph 9, Section 8 of Republic Act No. 7796 or the Technical Education and Skills Development Act of 1994 empowers the TESDA Board to "exact reasonable fees and charges for such tests and training conducted and retain such earnings for its own use, subject to guidelines promulgated by the Authority";

WHEREAS, Administrative Order No. 31, series of 2012, directs and authorizes all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned and/or -controlled corporations (GOCCs), to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges;

WHEREAS, DOF – DBM – NEDA Joint Circular No. 1-2013 provides the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012, on the Rationalization of Rates of Fees and Charges, Increase in Existing Rates, and Imposition of New Fees and Charges;

WHEREAS, Section 5 of the DOF – DBM – NEDA Joint Circular No. 1-2013, states that the determination of the rates of fees and charges shall consider the direct costs of rendering the service based on current appropriation, which shall include the cost of supplies and materials, salaries and wages of personnel directly involved in the service, and the proportionate share in the expenses of the agency or department, including the depreciation costs of equipment used;

WHEREAS, to implement the intent of the above cited Joint Circular, the TESDA Secretariat through the Qualifications and Standards Office (QSO) initiated the review of assessment fees and pursued a seven-step process, as follows:

1. Creation of TESDA's Technical Working Group (TWG) on the Review on the Training Cost, Assessment Fees, and other Cost implemented by TESDA;
2. Orientation of the TESDA TWG
3. Conduct of Assessment Fee Workshops with the Technical Experts for the Determination of Fees
4. Presentation of Proposed Assessment Fees to TWG and NTRC
5. Presentation of Proposed Fees to TESDA Board Joint Finance and Systems and Standards Setting Committees
6. Conduct of Public Hearing for Proposed Assessment Fee
7. Promulgation of the Approved Assessment Fees by TESDA Board for nationwide implementation;



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WHEREAS, in determining the amount of assessment fees, the following factors and Operational Guidelines were followed:

➤ **Factors:**

- Direct Cost
 - Salaries & wages of personnel involved in the delivery of service
 - Supplies and Materials (consumable and reusable)
 - Utilities (e.g. electricity, water, gas)
- Indirect Cost
 - Tools and equipment cost imputation
- Capital Outlay
 - Rental of buildings
- Plus 10% cost recovery

➤ **Operational Guidelines:**

- Derive an equitable fee that is affordable to the candidate
- Use less expensive supplies and materials or substitutes, if possible
- Increase reusability of tools and equipment
- Where applicable, do not charge the candidate for tools and equipment
- Use average of regional costs
- Provide information as factual, accurate, comprehensive, transparent, and systematic

WHEREAS, TESDA Board Resolution No. 2013-17 was issued approving the amendments to the Training Regulations for Front Office Services NC II last 17 December 2013 during the 87th TESDA Board Meeting;

WHEREAS, during the 13th Joint Standards - Setting and Systems Development and Finance Committee TESDA Board- TESDA Secretariat Consultation Meeting held on 17 August 2016, the Members of the SSSD and Finance Committee TESDA Board- TESDA Secretariat deliberated the experts' proposal on assessment fee for Front Office Services NC II and favorably endorsed for consideration and approval of the TESDA Board the assessment fee for Front Office Services NC II as mentioned hereunder:

- Full Qualification - Five Hundred and Thirty-Five Pesos (Php 535.00);



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

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WHEREAS, the technical computation of the assessment fee for Front Office Services NC II is hereby appended as Annex "A" and shall form an integral part of this Resolution also considered the assessment process workflow in addition to the above-mentioned factors;

WHEREAS, pursuant to Administrative Order No. 31, series of 2012, the National Tax Research Center (NTRC) has reviewed the computation of the above assessment fee for Front Office Services NC II;

WHEREAS, the Members of the TESDA Board present during the 6th Joint Standards - Setting and Systems Development and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 20 April 2016 agreed that the assessment fee shall be subject to review in consideration of the following:

1. Indicators in the industry or in the economy that may have a significant impact on certain cost items which were included in the computation of the assessment fee such as but not limited to:
 - cost of electricity
 - cost of rental
 - mandated minimum wages; and others if applicable
2. The assessment fee shall be reviewed after two (2) years unless prior cost items indicated in the computation of the assessment fee will have a significant impact that might necessitate an earlier review;

WHEREAS, a stakeholders' consultation was held on 30 September 2016 to ensure that the proposed assessment fee for Front Office Services NC II was properly disseminated with the stakeholders pursuant to the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012. The list of participants is hereby appended as Annex "B" of this Resolution to form an integral part hereof;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 03 February 2017, approves the assessment fee of Front Office Services NC II as:

- Full Qualification - Five Hundred and Thirty-Five Pesos (Php 535.00);



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FRONT OFFICE SERVICES NC II**


BE IT RESOLVED, FURTHER, that this Resolution shall be published in a newspaper of general circulation and disseminated to all concerned offices;

BE IT RESOLVED, FINALLY, that the TESDA Secretariat is directed to issue the appropriate Implementing Guidelines within 30 days from the date of effectivity of this Board Resolution. All competency assessment under this Resolution must comply with the aforementioned fees and the Implementing Guidelines under penalty of suspension or revocation as appropriate, after due process.

Adopted this 3rd day of February 2017.


ANNA LIZA A. DE GUZMAN
Acting Board Secretary

Attested by:


SEC. SILVESTRE H. BELLO III
Chairperson, TESDA Board
Secretary, Department of Labor and Employment

FRONT OFFICE NC II

| Working Minutes in a Year | |
|------------------------------|-------------------|
| Months | 12.00 |
| Days | 30.42 |
| Hours | 24.00 |
| Minutes | 60.00 |
| Total Working Minutes | 525,600.00 |

| Facility Costs | |
|--------------------------------------|---------------|
| Required Space in Meter ² | 100.00 |
| Cost per Meter ² | 163.18 |
| Total Allocated Facility Cost | 178.83 |

| Other Parameters | |
|--------------------------------------|---------|
| Assessment Hours | 8.00 |
| Cost of Electricity per KWH | 8.77 |
| Cost of Water per Meter ³ | 50.00 |
| Gas Consumption per Min (in kG) | 0.00120 |
| Cost of Gas per kG | 100.00 |

B

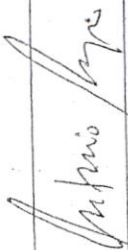


| Personnel Costs | | | |
|--|------|--------------|-----------------|
| Personnel | Qty | Monthly Rate | Allocated Cost |
| Competency Assessor | 1.00 | | 2,000.00 |
| AC Manager | 1.00 | 20,000.00 | 909.09 |
| Processing Officer | 1.00 | 11,737.00 | 533.50 |
| AC Staff | 1.00 | 10,670.00 | 485.00 |
| Total Allocated Personnel Costs | | | 3,927.59 |

| Type of Cost | |
|-----------------------------|-----------------|
| Personnel | 3,927.59 |
| Supplies and Materials | 363.60 |
| Utilities | 326.24 |
| Tools and Equipment | 84.08 |
| Facility | 178.83 |
| Total Cost | 4,880.33 |
| Per Capita Cost | 488.03 |
| Recovery Cost | 48.80 |
| Total Allocated Cost | 536.84 |

| | |
|---------------------|---------------|
| Proposed Fee | 535.00 |
|---------------------|---------------|

TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
 TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
ATTENDANCE SHEET

September 30, 2016



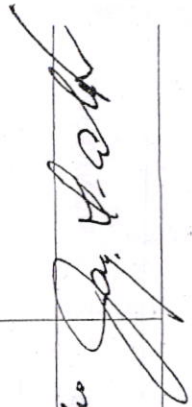
| REGION | NAME | INSTITUTION / ASSESSMENT CENTER | TELEPHONE NUMBER | EMAIL ADDRESS | SIGNATURE |
|-------------|-----------------------------|------------------------------------|---------------------|-----------------------|---|
| TESDA BOARD | | | | | |
| 1 | MR. ISIDRO ANTONIO C. ASPER | | | |  |
| 2 | MS. CARMEN M. SOLINAP | | | |  |
| 3 | DR. MA. PALOMA B. PAPA | TESDA | 0917 5070763 | mypapa_3848@yabov.com |  |
| 4 | ATTY. BAYANI G. DIWA | | | | |

Noted by :


ZOILO C. GALANG
 Chief, CPSDD-QSO





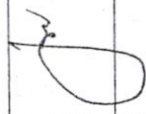
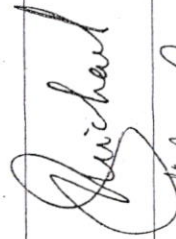

TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
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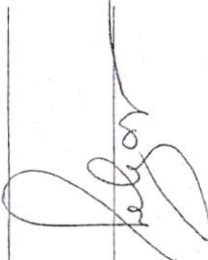
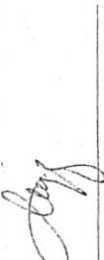

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| 6 | JOSEPH O. BACARSE | College of Subic Montessori | | | |
| 7 | MA. THERERESA S. JIMENEZ | | | | |
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TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
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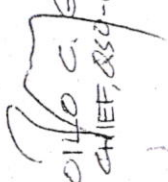
| REGION | NAME | INSTITUTION / ASSESSMENT CENTER | TELEPHONE NUMBER | EMAIL ADDRESS | SIGNATURE |
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| 17 | MICHAEL R. SEMILLA | Southwestern Luzon Maritime Institute Foundation | | | |
| 18 | MYLA G. DAÑAL | St. Louise de Marilla of Sorsogon | 09988626550 | danalmyla@yahoo.com |  |

PARTICIPANTS TO PUBLIC HEARING
 TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
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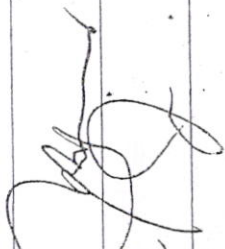
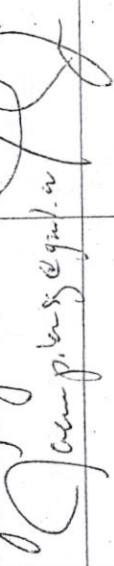


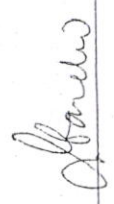
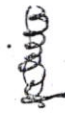

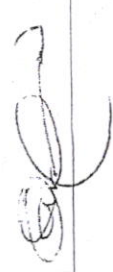
| REGION | NAME | INSTITUTION / ASSESSMENT CENTER | TELEPHONE NUMBER | EMAIL ADDRESS | SIGNATURE |
|--------|-----------------|------------------------------------|------------------|---------------------|---|
| 19 | MARLYN MALATE | Sorsogon | | |  |
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| 23 | RUFINA BERBON | | | | |
| 24 | DR. RODY GARCIA | Universal College Assesment Center | | | |

1 Reg. 10 LAPPELO & TALAPOC DEOR & PUNE ACADEME (088) 545-2200 deor.dune@yahoo.com
 SCHOOL OF TECHNOLOGY



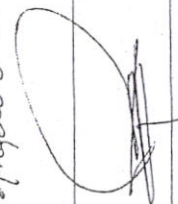
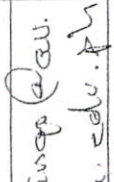
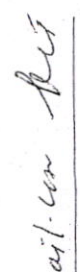
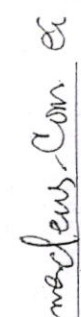
NOTED BY:


 ZOILO C. SALANG
 CHIEF, RSC-CESDD

TRAVEL SERVICES INC II, LOCAL GOV. SERVICE CENTER
 TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
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TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
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| 15 | JENNIFER C. ALOBA | | | | |
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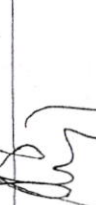
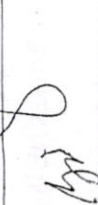

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| 28 | MARTIN AGUILAR | LPU | 0936776378 | |  |

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TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
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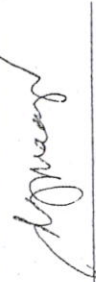
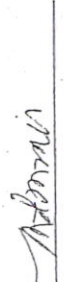
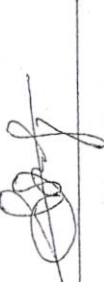



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| 24 | JONATHAN VARGAS | TESDA MANILA | 09167981201 | gmj1111@yahoo.com |  |
| 25 | Marites Jean E. Quezon | ITCAI | 09175775220 | 20/jquezon.17643@quezon.com |  |
| 26 | Jenny Corpuz | TESDA | | |  |
| 27 | RAY VERGARA | | | |  |
| 28 | MENCEDA E. JAMON | TESDA | | |  |

TRAVEL SERVICES INC. II
 TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
 ATTENDANCE SHEET
 September 30, 2016

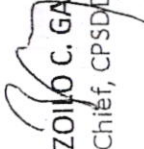
| REGION | NAME | INSTITUTION / ASSESSMENT CENTER | TELEPHONE NUMBER | EMAIL ADDRESS | SIGNATURE |
|--------|----------------------|---------------------------------|------------------|----------------------|--------------------|
| 29 | MARKY ANN G. HALAGAN | UNIVERSAL COLLEGE | 09176379279 | annhalagan@yahoo.com | <i>[Signature]</i> |
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| 31 | Paul M Salazar | QSG | 09294513971 | | P.M. Salazar |
| 32 | Bobby SALVADOR | QSO | | | <i>[Signature]</i> |
| 33 | Bobby A. Santos | TESDA | | | <i>[Signature]</i> |
| 34 | Erlinda Carlangay | TESDA | | | <i>[Signature]</i> |
| 35 | LEO AMPONKETA | TESDA | | | <i>[Signature]</i> |
| 36 | SAMUEL E. CALADO JR | TESDA-QSO | 818-7728 | | <i>[Signature]</i> |
| 37 | Evangelina A. Casop | CSDD/QSO | | | <i>[Signature]</i> |

PARTICIPANTS TO PUBLIC HEARING
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ATTENDANCE SHEET

September 30, 2016

| REGION | NAME | INSTITUTION / ASSESSMENT CENTER | TELEPHONE NUMBER | EMAIL ADDRESS | SIGNATURE |
|--------|------------------------|------------------------------------|---------------------|---------------|--|
| 38 | BENEDICTE G. MARYO | QSO | 818-7728 | |  |
| 39 | Ms. Daisy A. Luis | QSO | | |  |
| 40 | PATRISSAETTE R. BUDISE | QSO | | |  |
| 41 | REMYDIL MEJRAMO | QSO | | |  |
| 2 | Ricardo A. Icaol | CSDO-QSO | | |  |
| 43 | MELCHERS ADS | QSO | | |  |
| 44 | | | | | |
| 45 | | | | | |

Noted by:


ZOLIO C. GALANG
 Chief, CPSSDO-QSO