

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

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. 2017-18
(Page 1 of 4 pages)

**APPROVING THE ASSESSMENT FEE FOR
LOCAL GUIDING 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, and
7. Promulgation of the Approved Assessment Fees by TESDA Board for nationwide implementation;



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. 2017-18
(Page 2 of 4 pages)

**APPROVING THE ASSESSMENT FEE FOR
LOCAL GUIDING SERVICES NC II**

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 Local Guiding Services NC II last 17 December 2013 during the 87th TESDA Board Meeting;

WHEREAS, during the 13th and 14th Joint Standards - Setting and Systems Development and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 17 August 2016 and 24 August 2016 respectively, the Members of the SSSD and Finance Committee TESDA Board-TESDA Secretariat deliberated the experts' proposal on assessment fee for Local Guiding Services NC II and favorably endorsed for consideration and approval of the TESDA Board the assessment fee for Local Guiding Services NC II as mentioned hereunder;

- Full Qualification - Seven Hundred and Fifty Pesos (Php 750.00)



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

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. 2017-18
(Page 3 of 4 pages)

**APPROVING THE ASSESSMENT FEE FOR
LOCAL GUIDING SERVICES NC II**

WHEREAS, the technical computation of the assessment fee for Local Guiding 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 mentioned assessment fee for Local Guiding 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 Local Guiding 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 Local Guiding Services NC II as:

Full Qualification - Seven Hundred and Fifty Pesos (Php 750.00)



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

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

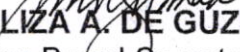
Resolution No. 2017-18
(Page 4 of 4 pages)

**APPROVING THE ASSESSMENT FEE FOR
LOCAL GUIDING SERVICES NC II**

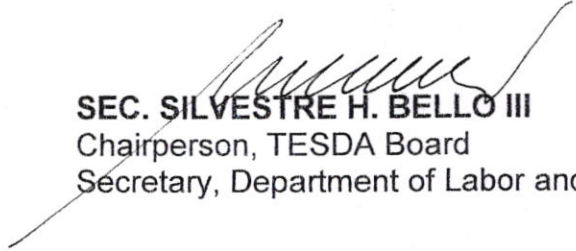
BE IT RESOLVED, FURTHER, that this Resolution shall be published in a newspaper of general circulation and disseminated to all concerned offices;

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 fee 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

LOCAL GUIDING SERVICES 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	110.00
Cost per Meter ²	163.18
Total Allocated Facility Cost	49.18

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

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	10,582.00	481.00
Total Allocated Personnel Costs			3,923.59

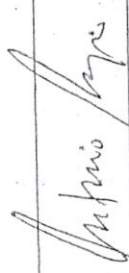


Type of Cost	
Personnel	3,923.59
Supplies and Materials	3,053.02
Utilities	68.67
Tools and Equipment	46.46
Facility	49.18
Total Cost	7,140.92
Per Capita Cost	714.09
Recovery Cost	71.41
Total Allocated Cost	785.50

Proposed Fee	750.00
---------------------	---------------


B.

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 @yahoo.com	
4	ATTY. BAYANI G. DIWA				





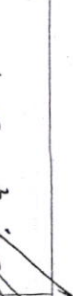
Noted by :


ZOILO C. GALANG
Chief, CPSDD-QSO

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






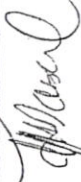
ATTENDANCE SHEET

September 30, 2016

REGION	NAME	INSTITUTION / ASSESSMENT CENTER	TELEPHONE NUMBER	EMAIL ADDRESS	SIGNATURE
1	MARYBETH SO	Chefs Academy			
	MA. ISABEL C. EUSTAQUIO				
	MARITESS GALLO				
2	DR. FRELYN D. RANAY	Kings College of the Philippines	04394712018	winnerness-gp21@yc	
	GEORGE B. RACILYES RACILYES /		09391255703	rfrelyn@yahoo.com	
3	JOSEPH O. BACARSE	Divine Word College of Laoag	091988519672	raciles.georgoy.c	
	MA. THERERESA S. JIMENEZ				
4	JOANA MARIE P. LAXAMANA	College of Subic Montessori			
	JAYSON CABATUANDO				
5					
6	III - Bataan	City College	09175541880	jordanbatacudo	
7					
8					
9	III- Nueva Ecija				

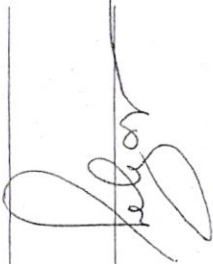


TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
ATTENDANCE SHEET

September 30, 2016

REGION	NAME	INSTITUTION / ASSESSMENT CENTER	TELEPHONE NUMBER	EMAIL ADDRESS	SIGNATURE
10	ARCELI R. VILLANUEVA,				
11	JULIUS STA. MARIA	St. Elizabeth Global University	0926-648646	jhmz_26@yahoo.com	
12	ALJOHN UNIDO		0906-2929206	aljohn-unido@yahoo.com	
13	ROMEO BERNARDO, JR		09179564324	Romeo.bernardojr@gmail.com	
14	TERESITA MANSON	City College			
15	JOEMANDO DE VERA	St. Benilda, Olongapo City	0921 420 8984	joemando@sbm-ol.com	
16	HERNAN C. ORORITA	Paradigm College of Science and Technology			
17	MICHAEL R. SEMILLA	Southwestern Luzon Maritime Institute Foundation	09778550349	michaelrsemilla@yahoo.com	
18	MYLA G. DAÑAL	St. Louise de Marilla of Sorsogon	09988626550	dana.myla@yahoo.com	

PARTICIPANTS TO PUBLIC HEARING
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
19	MARLYN MALATE	Sorsogon			
20	HIYASMIN LOZADA	New Lucena Polytechnic Collge	091189252895	hiyatt_min@yahoo.com	
21	ELMA GATIERA		0939 812 2519	gattieramaelma@yahoo.com	
22	GRAYFIELD BAJAO	University of Cebu			
23	RUFINA BERBON				
24	DR. RODY GARCIA	Universal College Assessment Center			

15 Reg. 10 ISAPPELO D. TALAROC

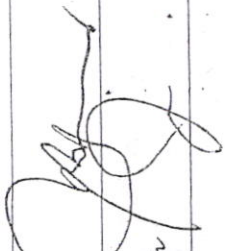
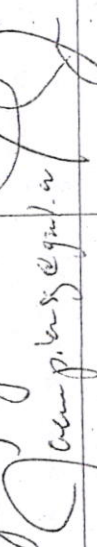






DEOR & PUNE ACADEME (088) 545-2200 dorr.dune@yahoo.com

SCHOOL OF TECHNOLOGY

NOTED BY:



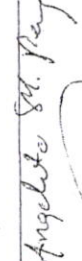
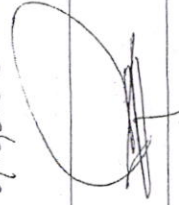



ZOILFO C. FALANG
CHIEF, RSO-CPSD

TRAVEL SERVICES INC II, LOCAL GOVERNMENT SERVICES DIVISION
 TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
ATTENDANCE SHEET
 September 30, 2016

REGION	NAME	INSTITUTION / ASSESSMENT CENTER	TELEPHONE NUMBER	EMAIL ADDRESS	SIGNATURE
1	GLORIA BAKEN SIY	AAHRMEI	09286108941	gbsiy@yahoo.com	
2	JAWE PIANSAY	CATFABS	09236177058	Jaewepiansay@gmail.com	
3	REMEGILDA ESTERON	EARIST	0982110863	remegildesteron@yahoo.com	
4	SHELLA BAWAR	TWC	09258420911	shella_bawar@yahoo.com	
5	MA. LOURDES PAULINO	St. Paul			
5	DULCE AURELIO		09088984188	Dulceaurelio-fray.c	
7	JONALYN DIETA		09184126304	nlmskillspace@yahoo.com.ph	
8	MERLIN ONGTECO	RBM Training & Assessment Center	255 3070	nlmskillspace@yahoo.com	
9	IYAH FERNANDEZ	Bowline Training & Assessment Center			
10	DANILO BLASITO FERNANDEZ		09173190509		

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
11	RIZA SORIMA	PSAA	5210608 5638105	regina.comas@gmail.com	
12	JOSEFINA SM ZACARIAS	Lyceum of Alabang			
13	TERESITA SALAS	Assessor St. Off. Meralco Muntinlupa for Int'l Off.	0954045213 355-24-20		
14	ADELISA F. GARRIDO- LONTOC				
15	JENNIFER C. ALOBA				
16	ANGELINA SM PUNZALAN	Asia Source	0977-366-7619	angelita.punzalan@ychoo.com	
17	PAQUITO R. DOMINGO	Araullo University	09087048965	pdomingo@au.edu.ph	
18	RACHEL TEODORO	Amadeus Marketing Phils, Inc	09178380246	rachel.teodoro67@gmail.com	
19	ELENITA OJEDA		09188577162	elenita.ojeda@amadeus.com	


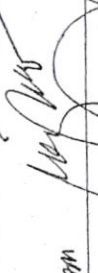







TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
 TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
ATTENDANCE SHEET

September 30, 2016

REGION	NAME	INSTITUTION / ASSESSMENT CENTER	TELEPHONE NUMBER	EMAIL ADDRESS	SIGNATURE
20	GERALDO CATEDRILLA	CENTER PAR BARISTA	09985793688	doncatedrilla06@gmail.com	
21	ABRAHAM P. MUYRONG	BESTLINK COL OF THE PHIL.	09477724773	Sapmuyrong.xc	
22	VAL E. PAMINIANO	R.C.	09778066688	vulp2147@gmail.com	
23	MARPOVIC ORLAIN	Bernardo College	09376410695	marorlain1155@gmail.com	
24	JONATHAN URGAS	FESDA MANILA	09167981201	jujijm1@gmail.com	
25	Marifas Jean B. Buezim	ITRH	09775775226	mpguezim.itei@yahoo.com	
26	DR. FRELYN B. NAAY	DIME WORD COLLEGE OF	09299815793	rfrelyn@yahoo.com	
27	GEORGE B. DACILES	ATAG, LUZON NORTH	099889672	raciles.googlexc	
28	MARATH AGUILAR	LPU	093677638		

PARTICIPANTS TO PUBLIC HEARING
TRAVEL SERVICES NC II, LOCAL GUIDING SERVICES NC II,
TOURISM PROMOTION SERVICES NC II, FRONT OFFICE NC II
ATTENDANCE SHEET

September 30, 2016

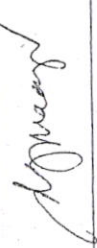




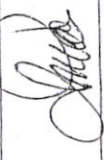
REGION	NAME	INSTITUTION / ASSESSMENT CENTER	TELEPHONE NUMBER	EMAIL ADDRESS	SIGNATURE
20	GERALDO CATEDRILLA	CENTER FOR PARISTA	09985783688	bmcatedrilla08@gmail.com	
21	ABRAHAM P. MUYRONG II		09778060690	valp21478@gmail.com	
22	VAL E. PAMINIANO		0947724773	jay.muyrongo66@yahoo.com	
23	MARPOVIC ORLAIN	Bernardo College	09376410695	marcorlain1155@yahoo.com	
24	JONATHAN VARGAS	TESDA MANILA	09167981201	jonjjimj@yahoo.com	
25	Martins Jean E. Quezon	ITCAI	09175775220	mjquezon.iteh@yahoo.com	
26	Jenny Corp	TESDA			
27	RAY VERGARA				
28	MENCADA 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. HALAAN	UNIVERSAL COLLEGE	09176579279	annhalan@yahoo.com	<i>[Signature]</i>
30	FORNATA C. BACA	TESDA	0228466947	fbaca@fcm.com	<i>[Signature]</i>
31	Paul M Salazar	QSA	09294513971		P.M. Salazar
32	Bobby SALVADOR	QSO			<i>[Signature]</i>
33	Jolly A. Santos	TESDA			<i>[Signature]</i>
34	Erlinda Carayon	TESDA			<i>[Signature]</i>
35	LEO AMPONENA	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
 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
38	BENEDICTE G. MARYO	QSO	818-7728		
39	Ms. Daisy A. Luis	QSO			
40	PATRICIA R. BUDISE	QSO			
41	REMEDILO MORALES	QSO			
2	Ricardo A. Jacon	CSDO-QSO			
43	MELCHRE ADS	QSO			
44					
45					

Noted by:


ZOLITO C. GALANG
 Chief, CPSDD-QSO