TESDA-OP-IAS-02-F11

Rev. No. 00 - 05/20/2022

**REPORT ON REVOCATION PROCEEDINGS**

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| Region | : |  |
| Province | : |  |
| Name of Assessment Center | : |  |
| Qualification(s) | : |  |
| Date of Audit | : |  |
| Date Audit Report received by AC | : |  |
| Date compliance period lapsed | : |  |

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| **Procedure on Cancellation Proceedings** | | | |
| ***To be accomplished by the DO/PO*** | | | **DATE** |
| 1. DO/PO issues written communication to AC of the probable cause in the revocation of AC’s Certificate of Accreditation for the noncompliant qualification/s | *After the lapse of the period to comply* | *7.5.3.a* |  |
| 1. AC writes reply, within prescribed period, why the accreditation for the noncompliant qualification/s should not be revoked   *(If the AC fails to respond within the prescribed period, proceed to Number 5)* | *Within five (5) working days from receipt of written notice* | *7.5.3.b* |  |
| 1. DO/PO acts on the explanation letter and decides on the merit of AC’s explanation   If merit is found, DO/PO notifies the AC Manager in writing of the ten (10) working day period or \_\_\_\_\_\_\_\_\_\_ to correct its deficiencies/non-conformities.  *(If longer period was determined by the DO/PO and is reasonably justified, indicate in the space provided the period given)* | *Within two (2) working days from receipt of AC’s explanation letter* | *7.5.3.c* |  |
| 1. Indicate end date of compliance period in relation to Number 3 above. The AC failed to correct its deficiencies/non-conformities within the extended compliance period. |  |  |  |
| 1. DO/PO sends its recommendation to the RO of the revocation of the Certificate of Accreditation | *Within one (1) working day after DOPO’s review of AC’s explanation letter* | *7.5.3.c* |  |
| 1. RO acts on the recommendation of the DO/PO and issues the Notice of Revocation of the Certificate of Accreditation (NRCA) | *Within three (3) working days from receipt of DOPO’s recommendation* | *7.5.3.d* |  |
| 1. DO/PO sends the NCCA to the AC | *Upon receipt of the NRCA* | *7.5.3.e* |  |
| 1. AC surrenders the Certificate(s) of Accreditation | *Within five (5) working days from receipt of NRCA* | *7.5.3.e* |  |
| 1. DO/PO submits to RO the Report on Revocation Proceedings (TESDA-OP-IAS-02-F11) | *Within three (3) working days after AC’s receipt of NRCA* | *7.6.4.a* |  |
| ***To be accomplished by the RO*** | | |  |
| 1. RO submits to IAS the TESDA-OP-IAS-02-F11 after RO’s notification to the Certification Office for the deletion of the revoked AC’s Certificate(s) of Accreditation in the Registry | *Within two (2) working days after RO’s notification to Certification Office* | *7.6.4.b* |  |

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| **Prepared by:** | **Approved by:** | **Endorsed by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CAC Focal person** | **District/Provincial Director** | **Regional Director** |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** |