



30 January 2020

MS. MA. CHRISTINA G. AQUINO

Chairman
Tourism Industry Board Foundation, Inc.
Lyceum of the Philippines University
Intramuros, Manila

Dear **Ms. Aquino**:

Greetings from Technical Education and Skills Development Authority!

TESDA, in its effort to widen the reach of promoting skills recognition of prior learning among the Overseas Filipino Workers, will be conducting the Portfolio Assessment for the following priority sectors namely: Construction, Agri-Fishery and Tourism. Portfolio Assessment is a method of gathering evidence wherein the competence is determined based on accumulated pieces of evidence of demonstrating the individual work outputs over a period of time.

The activity aims to assess professionals, Overseas Filipino Workers (OFWs), wage and self-employed who are trained and have appropriate and relevant work experience.

The requirements are as follows:

1. Endorsement Memo from the TESDA Regional Director;
2. Accomplished Self-Assessment Guide (TESDA-OP-QSO-02-F07);
3. Duly filled up Portfolio Application Assessment Form
4. Certificate of Employment of at least 5 years or more in the qualification being applied for signed by employer for wage-employed; for self-employed, Certification from client attested by Barangay Chair indicating the number of years conducting business in the area or BIR Form Number 1701-A/F (Account information Form engaged in business and trade) or BIR Form 1901 (for doing business) or Mayor's Business Permit;
5. Curriculum Vitae/Resume;
6. 2 pcs. passport size picture, colored, with white background. Applicant must be in polo or blouse with collar;
7. Diploma/ Certificates/Transcript of Records;
8. Video Coverage or Work Related Projects showing the applicant performing/completing the tasks relevant to the qualification applied for. It must be unedited, clear and shall run within 20 minutes only;
9. Award(s) or Commendations obtained;
10. Affiliations relevant to qualification;
11. Professional License or other related National Certificates; and
12. Training Certificates/ Workplace Training Records



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified



Relative to this, if you have members or workers who are interested, they may apply by submitting the following required documents to the Certification Office 5F, TESDA Main Bldg., TESDA Complex East Service Rd., South Luzon Expressway (SLEX), Fort Bonifacio, Taguig or by email at portfolio.assessment@tesda.gov.ph:

For further details, you may get in touch with Ms. Maria Susan P. Dela Rama, Executive Director, Certification Office with email address mspdarama@tesda.gov.ph.

Thank you very much.

Very truly yours,

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General

4. Other Training/Seminars Attended (National Qualification-related)

4.1. Title	4.2. Venue	4.3. Inclusive Dates	4.4. No. of Hours	4.5. Conducted By

(For more information, please use separate sheet)

5. Licensure Examination(s) Passed

5.1. Title	5.2. Year Taken	5.3. Examination Venue	5.4. Rating	5.5. Remarks	5.6. Expiry Date

(For more information, please use separate sheet)

6. Competency Assessment(s) Passed

6.1. Title	6.2. Qualification Level	6.3. Industry Sector	6.4. Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

ADMISSION SLIP

REFERENCE NUMBER :

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Name of Applicant:

Tel. Number:

Assessment Applied for:

Official Receipt Number:

Date Issued:

To be accomplished by the Processing Officer

Name of Assessment Center:

Check submitted requirements:

- Accomplished Self-Assessment Guide
- Three (3) pieces colored passport size pictures

Remarks:

- Bring own Personal Protective Equipment
- Others. Pls. specify

Assessment Date:

Assessment Time:

PICTURE
(Passport size)

Printed Name & Signature of Processing Officer

Printed Name & Signature of Applicant

Date:

Date:

Note: Please bring this Admission Slip on your assessment date.