



**JOINT MEMORANDUM CIRCULAR NO. 20-06**  
**Series of 2020**

**ADDITIONAL TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET)  
QUALIFICATIONS ALLOWED FOR  
FACE-TO-FACE TRAINING AND/OR ASSESSMENT FOR AREAS  
UNDER GENERAL COMMUNITY QUARANTINE (GCQ)**

**WHEREAS**, Technical Education and Skills Development Authority (TESDA) is the government agency tasked to manage and supervise technical education and skills development in the Philippines, and is mandated by Republic Act No. 7796 “to serve as the research and development arm of the government in the field of technical-vocational education and training, and design and administer training programs and schemes that will develop the capabilities of public and private institutions to provide quality and cost-effective technical education and skills development and related opportunities;”

**WHEREAS**, Section 4(11) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Omnibus Guidelines provides that face-to-face or in-person classes shall be suspended in areas placed under General Community Quarantine (GCQ);

**WHEREAS**, in the National Capital Region (NCR) alone, TESDA has 20,442 Technical-Vocational Education and Training (TVET) scholarships affected by the suspension;

**WHEREAS**, IATF Resolution No. 78 dated 8 October 2020 approved “face-to-face trainings and assessments conducted or provided by Technical Vocational Institutions (TVIs) and TESDA Technology Institutions (TTIs) in areas with a community quarantine classification of General Community Quarantine or lower shall be permitted, subject to compliance with TESDA Guidelines and minimum public health standards,” including “all training programs related to agriculture/fishery qualifications for food production and processing, domestic work, and other TVET qualifications as may be allowed by the DTI,” and that “face-to-face competency assessment for domestic work, caregiver and housekeeping qualifications, ship's catering, and such other TVET qualifications as may be allowed by DTI up to 50% assessment site capacity, provided there is strict compliance with minimum public health standards, TESDA Guidelines and the consultation requirement with local government units;”

**WHEREAS**, the health experts from diverse fields recommend the strict implementation of the following Seven (7) Commandments, especially for public transportation, which are identified to be the most comprehensive in the world: (i) wearing of proper face masks; (ii) wearing of face shields; (iii) no talking and eating (in public transportation

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*and similar settings like confined areas and crowded places, (iv) adequate ventilation (use of exhaust systems, air purifiers or keeping windows partially open); (v) frequent and proper disinfection; (vi) symptomatic or COVID-19 positives must be isolated; and (vii) appropriate physical distancing;*

**WHEREAS**, on 12 October 2020, the Cabinet approved the National Economic Development Authority's proposal to change the Government's policy from total risk avoidance to risk management and the further reopening of the economy to mitigate the adverse social and economic effect on the people; thereafter, industries were gradually allowed to re-open;

**WHEREAS**, with the gradual resumption of operations, increase in operational capacity of the industries under Categories I, II, and III, and recategorization of industries under Category IV, skilled workers, especially those certified by the TESDA, are needed;

**WHEREAS**, the Government's most impactful "*Build, Build, Build*" projects resumed implementation, subject to minimum public health protocols, and continue to generate more jobs and demand for skilled workers;

**WHEREAS**, with the onslaught of a series of typhoons and other calamities which struck the country, the Government will be prioritizing building structures which are stronger than a typhoon such as disaster-resilient evacuation centers to provide shelter to vulnerable communities during disasters;

**WHEREAS**, the Government has committed to provide free face masks for the people to help prevent the spread of the disease and has directed the mass production and distribution of free face masks nationwide;

**WHEREAS**, the Government is looking to train and hire additional workers under the Health Sector such as contact tracers and barangay health workers which are urgently needed by Local Government Units to significantly ramp-up the country's response to the pandemic;

**WHEREAS**, the Department of Labor and Employment (DOLE) has recognized workers with skills in health care and construction to be among the resilient jobs in NCR despite the onslaught of the COVID-19 pandemic;<sup>1</sup>

**WHEREAS**, alternative work arrangements and flexible learning delivery modalities during the community quarantine are being adopted through the use of electronic devices such as desktop computers, laptops, tablets, and other technologies which may require servicing and maintenance;

**WHEREAS**, the TESDA's "*Abot Lahat ang OFW*" program survey reveals the OFW's Top 10 TVET qualifications preference under identified priority industry sectors namely, *Health, Social, and Other Community Development Services, Electrical and Electronics, Tourism (Hotel and Restaurant), Land Transportation, Automotive, Maritime;*

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<sup>1</sup> <https://www.dole.gov.ph/news/dole-identifies-resilient-jobs-in-ncr/>

**WHEREAS**, the conduct of training and assessment under priority industry sectors namely *Health, Garments & Textiles, Electrical & Electronics, Construction, and other Construction-related TVET qualifications* shall ensure the availability of qualified manpower to support the “Build, Build, Build” projects, disaster resilience programs, and the government’s response to the COVID-19 pandemic;

**WHEREAS**, Filipino workforce requires re-skilling and upskilling on the above-mentioned sectors to address massive lay-offs brought about by the closure of several businesses due to the pandemic;

**WHEREFORE**, foregoing premises considered, the following guidelines are hereby prescribed and provided for the gradual conduct of additional TVET Qualifications trainings and assessments in the areas placed under GCQ:

**SECTION 1. Scope.** This Circular shall apply public and private TVIs, TTIs, and TESDA-accredited Assessment Centers (ACs) in areas placed under GCQ.

**SECTION 2. Additional TVET Qualifications Allowed to Conduct Face-to-Face Trainings in Areas under GCQ.** Subject to the strict implementation of the 7 Commandments, the minimum public health and safety standards and protocols, DOH Administrative Order No. 2020-0015 s. 2020 dated 27 April 2020, DTI-DOLE Joint Interim Guidelines on Workplace Prevention and Control of COVID-19 dated 30 April 2020, DTI-DOLE Joint Memorandum Circular No. 20-04-A on the Supplemental Guidelines on Workplace Prevention and Control of COVID-19 dated 15 August 2020, TESDA Circular No. 66-B, s. 2020 dated 11 November 2020, the Mandatory Health and Safety Protocols under Annex “A” hereof, the specialized protocols for the pertinent face-to-face training under Annex “B,” and respective local government requirements, the following Sectors are allowed to conduct face-to-face trainings in areas under GCQ, *provided that*, the training participants per session shall not be more than 50% of the venue capacity, as applicable:

- (a) Construction;
- (b) Construction-related TVET qualifications - *Electrical Installation and Maintenance NC II & NC III, Flux Cored Arc Welding (FCAW) NC I to NC III, Gas Metal Arc Welding (GMAW) NC I to NC III, Gas Tungsten Arc Welding (GTAW) NC II, Gas Welding NC I & NC II, and Shielded Metal Arc Welding (SMAW) NC I to NC IV;*
- (c) Electrical and Electronics - *Computer Systems Servicing NC II, and Solar-Powered Lighting & Mobile Phone Charging Kit*
- (d) Garments and Textiles – *Dressmaking NC II, Face Mask Making, and Tailoring NC II;*
- (e) Land Transportation – *Driving NC II;* and
- (f) Health.

**SECTION 3. Additional TVET Competency Assessments Allowed to Conduct Face-to-Face in Areas under GCQ.** Subject to the strict implementation of the 7 Commandments, minimum public health and safety standards and protocols, DOH Administrative Order No. 2020-0015 s. 2020 dated 27 April 2020, DTI-DOLE Joint Interim Guidelines on Workplace Prevention and Control of COVID-19 dated 30 April

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2020, DTI-DOLE Joint Memorandum Circular No. 20-04-A on the Supplemental Guidelines on Workplace Prevention and Control of COVID-19 dated 15 August 2020, TESDA Circular No. 66-B, s. 2020 dated 11 November 2020, the Mandatory Health and Safety Protocols under Annex "A," the specialized protocols for the pertinent face-to-face competency assessments under Annex "B," and respective local government requirements, the following TVET qualifications assessment are allowed to be conducted face-to-face in areas under GCQ, *provided that*, the participants per assessment schedule shall not be more than 50% of the venue capacity, as applicable

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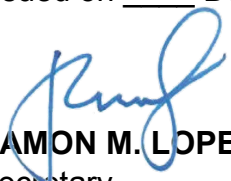
- (g) Automotive;
- (h) Electrical and Electronics;
- (i) Furniture and fixtures;
- (j) Heating, Ventilation, Airconditioning and Refrigeration;
- (k) Garments and Textiles;
- (l) Construction;
- (m) Health, Social and Other Community Development Services;
- (n) Information and Communication Technology;
- (o) Land Transportation;
- (p) Language and Culture;
- (q) Maritime; and
- (r) Metals and Engineering;
- (s) Visual Arts;
- (t) Tourism (Hotel and Restaurant);
- (u) TVET; and
- (v) Wholesale and Retail Trading.


**SECTION 4. Compliance and Monitoring.** In case of findings of non-compliance with this Circular, the trainings and assessments shall be temporarily suspended until full compliance with the required public health standards and protocols.

**SECTION 5. Separability Clause.** If for any reason, any part or provision of this Circular be declared invalid, any part or provision not affected thereby, shall remain in full force and effect.

**SECTION 6. Effectivity.** Given the presence of a public health emergency, this Circular shall take effect immediately upon its publication and filing with the University of the Philippines Law Center.

Issued on 09 December 2020

  
**RAMON M. LOPEZ**  
Secretary  
Department of Trade and Industry

  
**ISIDRO S. LAPEÑA, PhD., CSEE**  
Director General/Secretary  
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Development Authority

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**MANDATORY HEALTH AND SAFETY PROTOCOLS FOR TECHNICAL VOCATIONAL INSTITUTIONS (TVIs) AND ASSESSMENT CENTERS (ACs)**

- \* Registration with SafePass or StaySafe.ph, or administration of a contact-tracing form and health declaration form for all learners, candidates, trainers, assessors, and TVI/AC personnel, provided that owners of the TVIs/ACs comply with the relevant provisions of the Data Privacy Act of 2012;
- \* Strict enforcement of the “No Face Mask and Face Shield, No Entry” Policy — all learners, candidates, trainers, assessors, and TVI/AC personnel shall wear facemask and face shield at all times while inside the TVI/AC;
- \* Thermal scanning of all learners, candidates, trainers, assessors, and TVI/AC personnel prior to entry — persons with a temperature higher than 37.5 °C shall not be allowed entry. Symptomatic individuals shall be referred to the nearest appropriate health facility as provided in the Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic. The TVI/AC are required to identify the nearest Barangay Health Emergency Response Team unit and contact details for referral in the event of COVID-19 related concerns prior to resuming operations;
- \* Learners, candidates, trainers, assessors and all TVI/AC personnel exhibiting symptoms such as colds, cough, and or difficulty breathing shall be politely declined entry and asked to undergo self-quarantine;
- \* Provision of rubbing alcohol/sanitizers which can be easily sprayed on the hands of learners, candidates, trainers, assessors, and all TVI/AC personnel prior to entry, and regular interval of sanitation of hands of learners, candidates, trainers, assessors, and TVI/AC personnel;
- \* Placement of sanitizers, alcohol-based dispensers, and disinfection footbaths in entrances of the training/assessment facilities, workshop areas, and laboratories;
- \* Proper ventilation and exhaust system in the TVI/AC. The TVI/AC shall enhance their exhaust system, ensure better airflow inside confined spaces and air-conditioned rooms, or install high-efficiency particulate (HEPA) filtration systems;
- \* The TVI/AC shall designate a health and safety officer to perform the following functions:
  - Ensure compliance with the Minimum Public Health Standards;
  - Maintain and archive attendance records for contact tracing;
  - Refer symptomatic individuals (learners, candidates, trainers, assessors and other TVI/AC personnel to the appropriate health authority or facility as necessary.
- \* TVIs/ACs shall provide necessary assistance in tracing contacts of individuals who may have been in contact with confirmed COVID-19 cases who have participated in their training program;

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**SPECIALIZED PROTOCOLS FOR THE CONDUCT OF FACE-TO-FACE TRAINING  
AND COMPETENCY ASSESSMENT**

- \* All TVET learners, candidates for competency assessment, trainers, competency assessors, and TVI/AC personnel are required to undergo the learning module on “Practicing COVID-19 Preventive Measures in the Workplace” through the TESDA Online Program or through offline means via presentation applications or printed modules;
- \* Under the competency-based training delivery, modular learning is being followed where workshops/laboratories are designed and arranged per module. The TVI/AC should strictly follow the limited number of learners/candidates per workshop/assessment area and be compliant with the one (1)-meter physical distancing requirements;
- \* For trainings/assessments conducted in a classroom-type setting or in competency-based workshop areas, the chairs, desks, tables, and workstations shall be arranged in such a way as to allow the one (1)-meter physical distancing of the learners, candidates for assessment, trainers, assessors, and all other TVI/AC personnel at all times;
- \* For Community-based training delivery, the physical distancing of 3 feet or 1 meter should be strictly followed. The conduct of training should be closely coordinated with the LGU/barangay for clearance;
- \* Seat configuration or floor lay-out plan in the conduct of orientations, training induction programs, and face-to-face trainings/assessments must be prepared and recorded by the TVIs and ACs.
- \* Voice modulation of learners, candidates, trainers, assessors, and all TVI/AC personnel shall be kept to a minimum while inside the premises. No talking is allowed while eating during training session breaks;
- \* Learning materials should not be shared among the learners. If sharing of learning materials is unavoidable, the routine disinfection and sanitation procedures shall be implemented before and after every use. Tools, equipment, workshops and laboratories should also be regularly disinfected and sanitized;
- \* TVET Learners and candidates for competency assessment are required to bring their own pens and pencils. The use of a common pen for filling out forms, attendance sheets, and for such other purposes are prohibited;

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