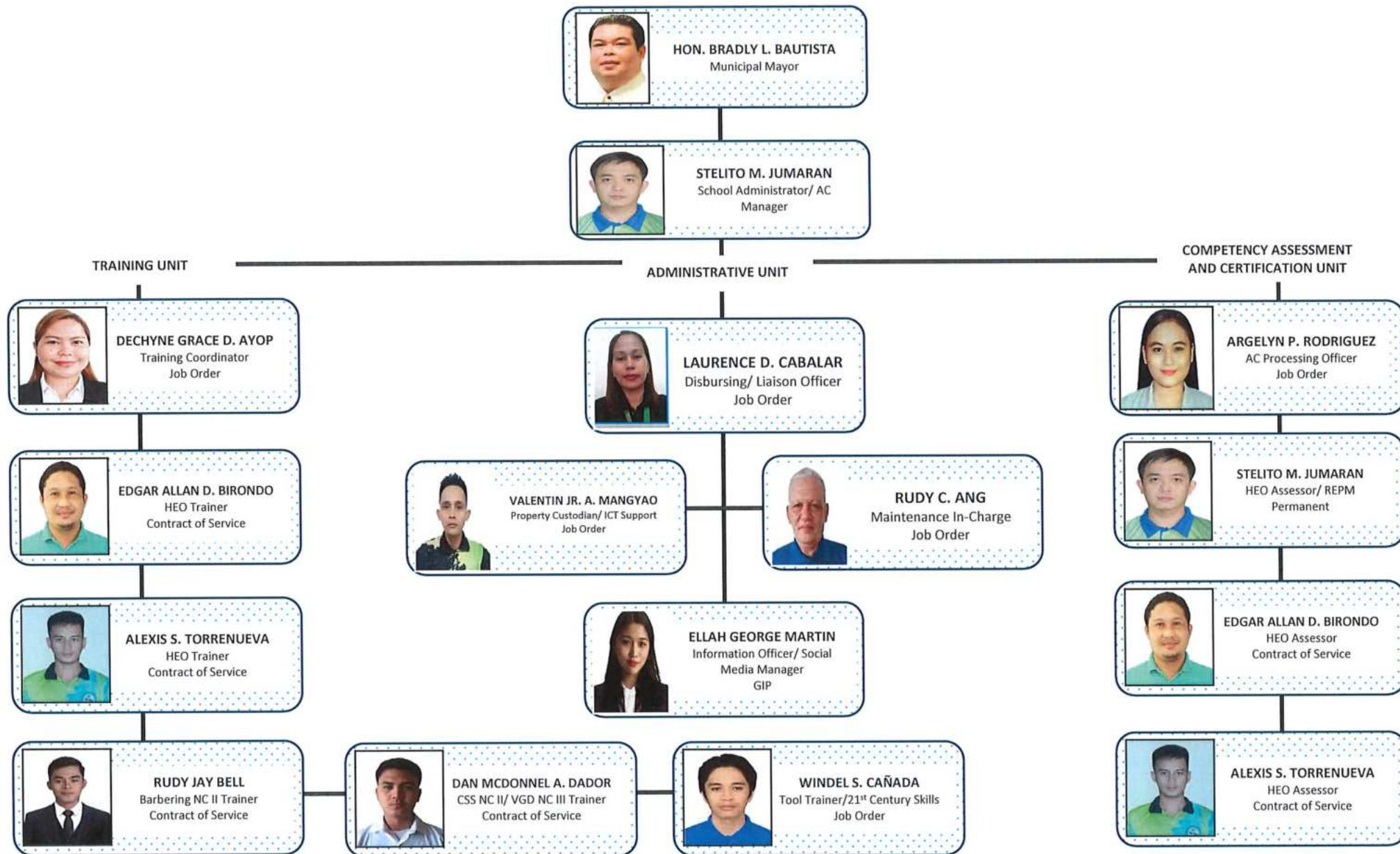# VISION AND MISSION

VISION

By 2030, BVBSTI is a premier technical-vocational institution in producing quality and competitive skilled workers responsive to the development needs in the countryside and a significant contributor to the public welfare aspirations of the local government of Malita.
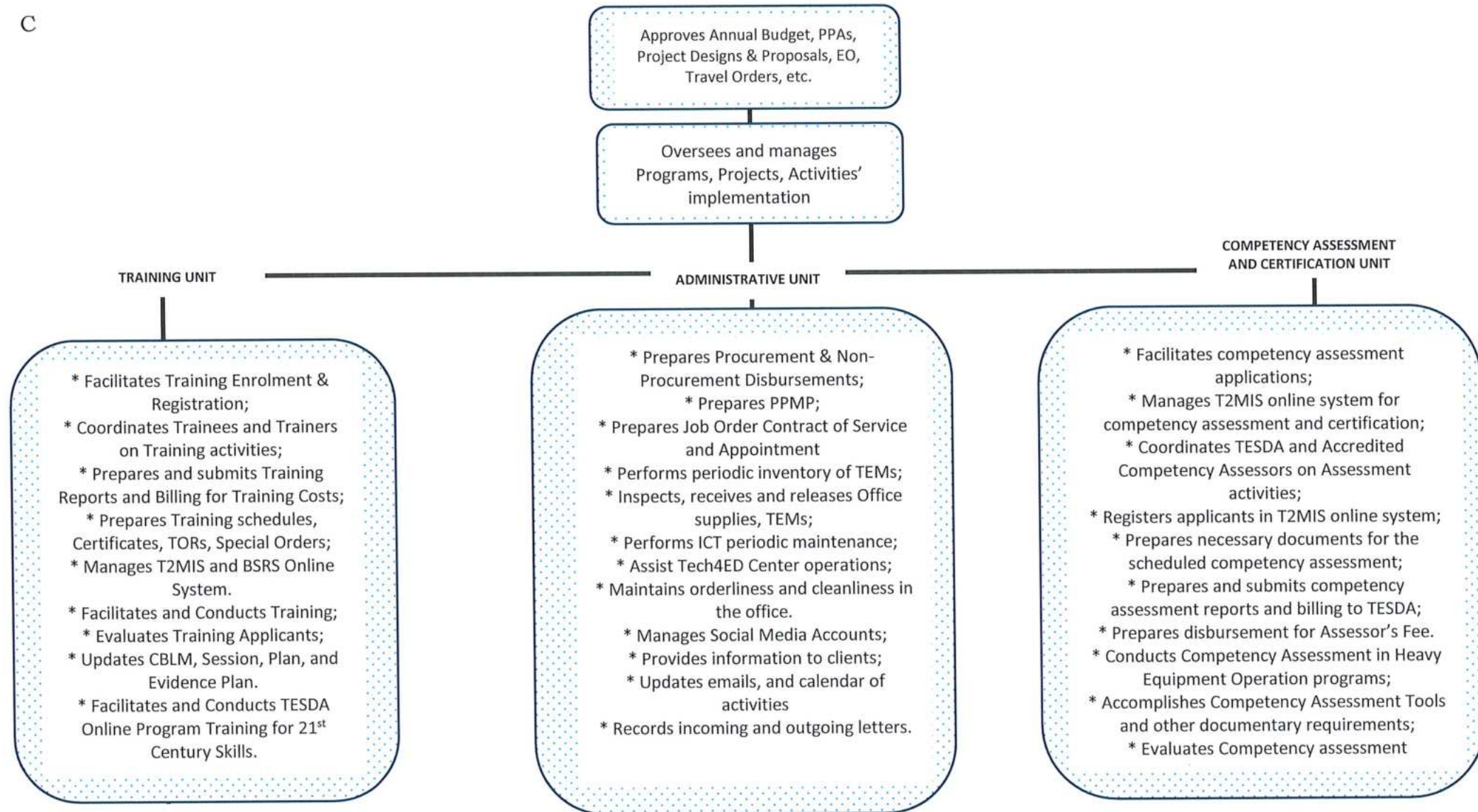
MISSION

BVBSTI shall promote high quality, gender sensitive and industry-based technical-vocational instruction ensuring sustainable and professional success of its beneficiaries.

ORGANIZATIONAL STRUCTURE

HON. BRADLY L. BAUTISTA
Municipal Mayor

STELITO M. JUMARAN
School Administrator/ AC Manager

TRAINING UNIT

ADMINISTRATIVE UNIT

COMPETENCY ASSESSMENT AND CERTIFICATION UNIT

DECHYNE GRACE D. AYOP
Training Coordinator
Job Order

LAURENCE D. CABALAR
Disbursing/ Liaison Officer
Job Order

ARGELYN P. RODRIGUEZ
AC Processing Officer
Job Order

EDGAR ALLAN D. BIRONDO
HEO Trainer
Contract of Service

VALENTIN JR. A. MANGYAO
Property Custodian/ ICT Support
Job Order

RUDY C. ANG
Maintenance In-Charge
Job Order

STELITO M. JUMARAN
HEO Assessor/ REPM
Permanent

ALEXIS S. TORRENUEVA
HEO Trainer
Contract of Service

ELLAH GEORGE MARTIN
Information Officer/ Social Media Manager
GIP

EDGAR ALLAN D. BIRONDO
HEO Assessor
Contract of Service

RUDY JAY BELL
Barbering NC II Trainer
Contract of Service

DAN MCDONNEL A. DADOR
CSS NC II/ VGD NC III Trainer
Contract of Service

WINDEL S. CAÑADA
Tool Trainer/21st Century Skills
Job Order

ALEXIS S. TORRENUEVA
HEO Assessor
Contract of Service

FUNCTIONAL CHART

C

Approves Annual Budget, PPAs, Project Designs & Proposals, EO, Travel Orders, etc.

Oversees and manages Programs, Projects, Activities' implementation

TRAINING UNIT

ADMINISTRATIVE UNIT

COMPETENCY ASSESSMENT AND CERTIFICATION UNIT

* Facilitates Training Enrolment & Registration;
* Coordinates Trainees and Trainers on Training activities;
* Prepares and submits Training Reports and Billing for Training Costs;
* Prepares Training schedules, Certificates, TORs, Special Orders;
* Manages T2MIS and BSRS Online System.
* Facilitates and Conducts Training;
* Evaluates Training Applicants;
* Updates CBLM, Session, Plan, and Evidence Plan.
* Facilitates and Conducts TESDA Online Program Training for 21st Century Skills.

* Prepares Procurement & Non-Procurement Disbursements;
* Prepares PPMP;
* Prepares Job Order Contract of Service and Appointment
* Performs periodic inventory of TEMs;
* Inspects, receives and releases Office supplies, TEMs;
* Performs ICT periodic maintenance;
* Assist Tech4ED Center operations;
* Maintains orderliness and cleanliness in the office.
* Manages Social Media Accounts;
* Provides information to clients;
* Updates emails, and calendar of activities
* Records incoming and outgoing letters.

* Facilitates competency assessment applications;
* Manages T2MIS online system for competency assessment and certification;
* Coordinates TESDA and Accredited Competency Assessors on Assessment activities;
* Registers applicants in T2MIS online system;
* Prepares necessary documents for the scheduled competency assessment;
* Prepares and submits competency assessment reports and billing to TESDA;
* Prepares disbursement for Assessor's Fee.
* Conducts Competency Assessment in Heavy Equipment Operation programs;
* Accomplishes Competency Assessment Tools and other documentary requirements;
* Evaluates Competency assessment

CITIZEN'S CHARTER

A. APPLICATION FOR TRAINING

This service pertains to the enrollment and registration of interested Citizens to a certain training program offered.

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	• At least High School Graduate or ALS Graduate; • Working Age Population; • Any citizen who are qualified for a given Training Program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Registration Form or Learner's Registration Form (1 original)	BVBSTI Training Unit
2. Form 137/ALS Certificated/Transcript of Records/Diploma (1 photocopy)	Last School Graduate or Attended
3. NSO/PSA Birth Certificate (1 photocopy)	Philippine Statistics Authority
4. Marriage Certificate (for married women only) (1 photocopy)	

5. Pictures in High Quality
     a. Passport size, white background with collar (4 pieces)
     b. 1 x 1 ID Pictures (2 pieces)
	Applicant

6. Medical Certificate (1 original) – Optional	Government Hospital/ LGU-Rural Health Unit
7. Driver's License (SP/Non-Prof/Prof) for programs requiring driver's license only	Land Transportation Office
8. Barangay Endorsement or Certification for Training availment (1 original)	Office of the Barangay Captain

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Inquires on the trainings available for enrollment	1.1 Provides information on the available trainings and programs	None	5-10 Minutes	Training Unit
	1.2 Issues Applicant's Information Sheet and Interview Sheet	None	5-10 Minutes	Training Unit
2. Fills out and submit Applicant's Information Sheet and Interview Sheet	2.1 Checks completeness of Applicant's Interview Sheet	None	15-20 Minutes	Training Unit
3. Attends Interview with trainer	3.1 Interviews and assess applicant	None	5-10 Minutes	Training Unit
	3.2 Issues registration form and list of requirements	None	5-10 Minutes	Training Unit
4. Accomplishes registration form and receives list of requirements	4.1 Receives and evaluates requirements as to completeness and correctness	None	20 Minutes	Training Unit
5. Receives admission slip	5.1 Encodes student's registration to T2MIS online system and issues admission slip	None	Variable	Training Unit

B. APPLICATION FOR COMPETENCY ASSESSMENT AND CERTIFICATION

This service pertains to the admission to TESDA Competency Assessment and Certification System (CACS) of TVET Graduates or Industry Workers to obtain National Certificate (NC) or Certificate of Competency (COC), if applicable.

OFFICE OR UNIT	COMPETENCY ASSESSMENT AND CERTIFICATION UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Those who are interested to take assessment in the different qualification offered, TVET Graduates or Industry Workers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form (1 original, 1 photocopy)	Competency Assessment and Certification (CAC) Unit/ TESDA website
2. Duly accomplished Self-Assessment Guide (SAG)-original	Competency Assessment and Certification Unit/ TESDA website
3. NSO/PSA Birth Certificate (1 photocopy), and Marriage Certificate (for married women only) (1 photocopy)	Philippine Statistics Authority
4. Pictures in High Quality a. Passport size, white background with collar (3 pieces)	Applicant
5. Any valid identification card (photocopy with 3 specimen of signature)	Any Government Agencies
6. For Industry Worker, Employment Certification stating job title and duration of employment with company address and contact details (photocopy)	Company/Employer
7. For TVET Graduate, Training Certificate (Certified True Copy)	Training Center/School attended or graduated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Inquires on assessment schedule and requirement	1.1 Provides assessment schedule, application form and Self-Assessment Guide (walk-in applicants) and list of requirements	None	5-10 Minutes	Competency Assessment and Certification Unit
2. Submits application form with the complete requirements	2.1 Verifies completeness of the application form, self-assessment guide and submitted requirements	None	Variable	Competency Assessment and Certification Unit
	2.2 Coordinates available accredited competency assessor, two (2) weeks before the schedule of assessment if the number of applicants reaches to 10 and above	None	Variable	Competency Assessment and Certification Unit
3. Secures Order of Payment	3.1 Issues Order of Payment	None	5-10 Minutes	Competency Assessment and Certification Unit
4. Pays assessment fee (for walk-in applicants)	4.1 Accepts payment and issues Official Receipt	Fee depends on the qualification	Variable	Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
5. Submits Application Form in which Official Receipt Number is indicated	5.1 Receives application form and checks the Official Receipt Number	None	5-10 Minutes	Competency Assessment and Certification Unit
6. Receives Admission slip and assessment schedule	6.1 Issues Admission Slip at the time of application	None	5-10 Minutes	Competency Assessment and Certification Unit
	6.2 Provides tentative date of assessment 5 days before assessment through text message or call. In case of cancellation 1 day before the assessment.	None	Variable	Competency Assessment and Certification Unit

C. ISSUANCE OF TRAINING CERTIFICATE OR DIPLOMA

This service pertains to the issuance/release of training certificates or diploma to graduates after the completion of a Training program under Unified TVET Program Registration and Accreditation System (UTPRAS) of Technical Education and Skills Development Authority (TESDA).

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Graduates of the Training Program offered

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form		Training Unit		
2. Clearance Form		Training Unit		
3. Duly accomplished Trainee's Record Book (TRB)		BVBSTI Trainer(s)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**RESPONSIBLE PERSON**
1. Accomplishes the request form and submits the requirements	1.1 Checks the authenticity and validity of the documents submitted	None	5-10 Minutes	Training Unit
	1.2 Verifies/Checks the name of the graduate in the Master List	None	20 Minutes	Training Unit
2. Receives Certificate of Training and signs the Training Certificate Record Book	2.1 Releases Certificate of Training or Diploma	None	5-10 Minutes	Training Unit

D. ISSUANCE OF TRANSCRIPT OF RECORDS

This service pertains to the issuance/release of training certificates or diploma to graduates after the completion of a Training program under Unified TVET Program Registration and Accreditation System (UTPRAS) of Technical Education and Skills Development Authority (TESDA).

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Graduates of the Training Program offered

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request Form	Training Unit
2. Clearance Form	Training Unit
3. Duly accomplished Trainee's Record Book (TRB)	BVBSTI Trainer(s)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Requests for the release of Transcript of Records	1.1 Provides copy of clearance and request form together with checklist of requirements	None	5-10 Minutes	Training Unit
2. Accomplishes the Request and Clearance Form and submits the complete requirements	2.1 Checks and verifies records	None	Variable	Training Unit
	2.2 Issues Order of Payment once the record is validated	None	Variable	Training Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
3. Pays required fee for the release of Transcript of Records	3.1 Issues Official Receipt	PhP150.00	Variable	Office of the Municipal Treasurer
4. Claims the Transcript of Records and signs on the TOR Release Record Book	4.1 Prepares Transcript of Records	None	Variable	Training Unit
	4.2 Approves Transcript of Records	None	Variable	Schoolr Registrar/ School Administrator
	4.3 Releases Transcript of Records	None	5-10 Minutes	Training Unit