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Northwestern Visayan Colleges

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What is bookkeeping nc ii. Bookkeeping nc iii meaning. Bookkeeping nc iii tuition fee. Bookkeeping nc iii tesda reviewer. What is nc iii bookkeeping.

Assessment shall cover only Qualifications with promulgated Training Regulations. See List. REGULAR QUALIFICATIONS 1. NEW APPLICANT STEP 1: Go to any TESDA Accredited Assessment Centers/TESDA District or Provincial Office near your location (See List Here) and apply for assessment. STEP 2: Submit the following documentary requirements: 1. Duly accomplished Application Form; 2. Properly and completely filled-out Self Assessment Guide of your chosen qualification; 3. Three (3) pieces of colored and passport size picture, white background, with collar and with name printer at the back; STEP 3: Pay the Assessment Fee at the Assessment Center Cashier and get Official Receipt and Admission Slip. See List of Assessment Fees. STEP 4: Be present at the scheduled date and assigned venue of assessment indicated in the Admission Slip. DON'T FORGET TO BRING YOUR ADMISSION SLIP ON YOUR ASSESSMENT DATE. STEP 5: Get the Competency Assessment Result Summary (CARS) at the Assessment Center. STEP 6: Assessment passers must apply for certification at the TESDA District/Provincial Office where the assessment center/venue is under jurisdiction. STEP 7: Assessment passers can claim their National Certificate (NC)/Certificate of Competency (COC) seven (7) working days after application for the issuance of COC/NC. IMPORTANT: 1. NC/COC must be released directly to the applicant. However, if to be claimed by a representative, a Special Power of Attorney (SPA) by the applicant should be submitted. 2. Assessment Results (CARS), Official Receipt issued by Assessment Centers and valid Identification Card (ID) should be also presented upon claiming of COCs. 3. Falsification or fraudulent duplication of documents shall be ground for disqualification/forfeiture of the right to participate in any assessment certification or similar program of TESDA. 2. RENEWAL/REVALIDATION STEP 1: Go to TESDA District or Provincial Issuing Office of your present certificate (NC/COC) and apply for renewal. NOTE: In areas where Training Regulations (TR) has been promulgated, holders of NC/COC shall upon expiration undergo competency assessment based on the new TR. In the absence of a new promulgated Training Regulations (TR), holders of NC or COC shall upon expiration be renewed upon request of holder and after verification in the RWAC. STEP 2: Submit the following documentary requirements: 1. Duly Accomplished Application Form 2. Original NC/COC 3. Three (3) pieces of colored and passport size picture, white background; and 4. Certificate of work and/or teaching experience for at least 12 months during the validity period of the NC/COC in the relevant qualification and duly signed by the employer and/or school administrator. (For self-employed : signed by an official of any appropriate government agency) STEP 3: Pay the Renewal Fee at the Assessment Center Cashier and get the Official Receipt. STEP 4: Claim your NC/COC on the scheduled date given by the TESDA issuing office. IMPORTANT: 1. NC/COC must be released directly to the applicant. However, if to be claimed by a representative, a Special Power of Attorney (SPA) by the applicant should be submitted. 2. Official Receipt and valid Identification Card (ID) should be also presented upon claiming of NC/COCs. 3. Falsification or fraudulent duplication of documents shall be ground for disqualification/forfeiture of the right to participate in any assessment certification or similar program of TESDA. 3. REPLACEMENT FOR DAMAGE, LOST AND CHANGES in the NATIONAL CERTIFICATE (NC)/CERTIFICATE OF COMPETENCY (COC) A. LOST NC/COCs STEP 1: Go to the TESDA-issuing office of your NC/COC and apply for replacement. STEP 2: Submit the following documentary requirements: 1. Letter of Request 2. Duly notarized Affidavit of Loss 3. Picture (1 pc., colored, passport size) STEP 3: Claim your NC/COC on the scheduled date given by the TESDA issuing office. B. DAMAGED NC/COCs STEP 1: Go to the TESDA-issuing office of your NC/COC and apply for replacement. STEP 2: Submit the following documentary requirements: 1. Letter of Request 2. Original NC/COC 3. Picture (1 pc., colored, passport size) STEP 3: Claim your NC/COC on the scheduled date given by the TESDA issuing office. C. ERRONEOUS ENTRY IN THE NC/COC STEP 1: Go to the TESDA-issuing office of your NC/COC and apply for correction of entry in NC/COC. STEP 2: Submit the following documentary requirements: 1. Letter of Request 2. Original copy of the NC/COC 3. Picture (1 pc., colored, passport size) 4. Certified photocopy of the Passport or Birth Certificate STEP 3: Claim your NC/COC on the scheduled date given by the TESDA issuing office. IMPORTANT: 1. NC/COC must be released directly to the applicant. However, if to be claimed by a representative, a Special Power of Attorney (SPA) by the applicant should be submitted. 2. Official Receipt and valid Identification Card (ID) should be also presented upon claiming of NC/COCs. 3. Falsification or fraudulent duplication of documents shall be ground for disqualification/forfeiture of the right to participate in any assessment certification or similar program of TESDA. 4. CERTIFICATE OF AUTHENTICATION AND VERIFICATION (CAV) FOR TESDA ISSUED CERTIFICATE OF COMPETENCY (COC) STEP 1: Go to the TESDA-issuing office of your NC/COC and apply for Certificate of Authentication and Verification (CAV). STEP 2: Submit the following documentary requirements: 1. Two (2) photocopies of the NC/COC 2. Original NC/COC STEP 3: Pay the authentication fee (P50.00) to the Cashier and get Official Receipt STEP 4: Present Official Receipt to the TESDA Issuing Office for CAV. STEP 5: Get the CAV document from the TESDA Office. TESDA Bookkeeping NC III course is the acquisition of skills and training on how to post transactions, prepare trial balance and financial reports, and review internal control systems. This course would also include enhancement and development of negotiation skills and maintaining effective relationships with clients and customers. What are the requirements for enrolling in TESDA Bookkeeping NCIII? These are the requirements in order to be in the course you want: PSA Birth Certificate High School or College Diploma Certified True Copy of Official Transcript of Records or Form 137 Certificate of Good Moral Character or GMRCI x 1 and/or 2 x 2 pictures Related post: Guides for Enrolling in TESDA Short Courses However, the requirements may vary depending on the school you are enrolling at. So please be advised to be in communication to the school for the possible variation of required documents. How to Get an Assessment and Certificates for TESDA Bookkeeping Course? Students who take this course must apply for an assessment to determine if he/she can perform the standards expected in the workplace based on the defined competency standards. The National Certificate (NC) / Certificate of Competency (COC) will be provided to those who meet the competency standards. STEP 1: Go to any TESDA Accredited Assessment Centers/TESDA District or Provincial Office near your location and apply for assessment. STEP 2: Submit the following documentary requirements: Duly accomplished Application Form; Properly and completely filled-out Self Assessment Guide of your chosen qualification; Three (3) pieces of colored and passport size picture, white background, with collar and with name printer at the back; STEP 3: Pay the Assessment Fee at the Assessment Center Cashier and get Official Receipt and Admission Slip. STEP 4: Be present at the scheduled date and assigned venue of assessment indicated in the Admission Slip. DON'T FORGET TO BRING YOUR ADMISSION SLIP ON YOUR ASSESSMENT DATE. STEP 5: Get the Competency Assessment Result Summary (CARS) at the Assessment Center. STEP 6: Assessment passers must apply for certification at the TESDA District/Provincial Office where the assessment center/venue is under jurisdiction. STEP 7: Assessment passers can claim their National Certificate (NC)/Certificate of Competency (COC) seven (7) working days after the application for the issuance of COC/NC. What are the core competency skills that need to be learned? It also involves acquiring skills with massive importance for the improved and better performance of the practice such as: How to lead workplace communication; How to lead small team; How to develop and practice negotiation skills; How to solve problems related to work activities; How to use mathematical concepts and techniques; How to use relevant technologies; How to apply quality standards; How to perform computer operations; How to maintain an effective relationship with clients and customers; and How to manage own performance. HOW LONG WILL IT TAKE TO STUDY A CERTAIN COURSE? In order to accomplish the short term course, one has to attend classes in a minimum of 292 hours. The schedule will depend on the TESDA site you will be enrolling at. WHAT IS OR ARE THE POSSIBLE JOB/S AFTER GRADUATION? The very reason why students enrol in a course is to find a job that suits their interest and passion someday. In this manner, they can be proud of what turned out to be who they are. Moreover, their parents would be more proud of their achieved skills and employment. This would definitely lead them to a better outlook of life. When done with this course, a qualified one can be employed as a bookkeeper or an accounting clerk. Bookkeeping NC III is a short TESDA course in the Philippines that will train you in posting transactions, preparing trial balance, preparing financial reports, and reviewing internal control system. Aside from those mentioned above, it will also teach you how to: Lead workplace communication Lead small team Develop and practice negotiation skills Solve problems related to work activities Use mathematical concepts and techniques Use relevant technologies Apply quality standards Perform computer operations Maintain an effective relationship with clients and customers Manage own performance Course Duration Bookkeeping NC III takes a minimum of 292 hours to complete. Admission Requirements Basic requirements for this TESDA course include: Copy of NSO Birth Certificate High School or College Diploma Certified True Copy of Transcript of Records or Form 137 Certificate of Good Moral Character 1 x 1 and/or 2 x 2 Pictures What Graduates Have to Say: Jocelyn Lazos on Bookkeeping NC III Careers Qualified graduates of Bookkeeping NC III can find employment as a bookkeeper or as an accounting clerk. Competency Assessment and Certification Students enrolled in the Bookkeeping NC III course may be required to undergo a Competency Assessment before graduation. A National Certificate (NC III) will be issued to students who passed this assessment. You can find more information on assessments and certifications at the official website of TESDA. The contents of the comments section are the personal advice and opinions of their respective authors and do not necessarily reflect the views of courses.com.ph. We reserve the right to remove any materials that we consider to be malicious, inappropriate, or in violation of existing laws in the Philippines.

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