

GUIDE IN ACCOMPLISHING THE FORM:

All registrants are advised to fill-up the form in printed style. Registrants must provide information truthfully. Cross out unfilled spaces or write NONE or N/A where applicable. The following items enumerated below are required to be filled-up properly. To assist registrants, we are providing examples on how to supply the required information.

- a. **Work Experience** – refers to any experience on the job acquired by the Registrants beginning with the most recent one. Indicate/describe the nature of the work performed.

Examples:

Position/Occupation

Pediatric Nurse
Office Clerk
Mason
Physical Therapist
Automotive Painter
Boom Crane Operator
Boiler Ship Operator
Mechanical Engineer

- b. **Skills/Competencies** – refers to any skills or experience that Registrant has acquired through Training, Work experience, actual exposure.

Examples:

<u>Trade/Occupation</u>		<u>Skills Level</u>
Finishing Carpenter	-	Level 2
Webpage Designer	-	Level 1
Shielded Metal Arc Welder	-	Level 3
Heavy Equipment Operator	-	Level 1
Ship Electrician	-	Level 3

Skills level definition:

- Level 1** – acquired skills thru experience
Level 2 – w/ formal training & experience
Level 3 – w/ TESDA Certification

- c. **Training/Attended** – refers to short courses taken in any government or private training institutions and given appropriate certificates of completion and/or attendance.

Examples:

Title

Basic Automotive Mechanic Course
Computer Maintenance
Food & Beverage Preparation
Beauty Culture
Ship Building and Repair Training
Refrigeration & Airconditioning

Professional Licenses – refers to any special license granted by any Professional Regulatory Board under the Professional Regulation Commission (PRC) or the Air Transportation Office (ATO), Land Transportation Office (LTO) and any other licenses issued by competent authorities.

Examples:

License Title

Professional Electrical Engineer
Certified Public Accountant
Third Marine Engineer
Second Mate

- d. **Certificate of Competencies/Eligibilities** – refers to eligibilities given and conferred by any authorized body recognized by the government or issued by industry.

Examples:

Eligibility/Certificate

Career Civil Service Professional
Microsoft Certified Professional
CISCO Certified Network Engineer
TESDA Certified General Electrician
TESDA Certified Cosmetologist

- e. **Highest Educational Attainment** – refers to the highest level of education attained whether graduate or undergraduate in any academic or vocational institution.

Examples:

<u>Education Level</u>	<u>Course/Major</u>
College Graduate	B.S.B.A. – major Accounting
3rd Year Undergrad	B.S. Nursing
Vocational Graduate	Assoc. in Marine Engineering
3rd Year High School	-
Elementary Graduate	-

Additional documents to support the information provided by the registrants must be attached to the Registration Form. DO NOT SEND ORIGINAL COPIES of diplomas, transcript of records and certificates. The Department of Labor and Employment is not liable in cases where documents sent to the Department are destroyed, damage or lost.

The Registration Form may be photocopied or reproduced for dissemination. The Registration Form may also be downloaded from DOLE - BLE website: www.ble.dole.gov.ph.

No fees will be collected from any of the Registrant in the Manpower Registry.