

MEMORANDUM

2 October 2020

FOR : AUSTERE A. PANADERO, Executive Director
THRU : DR. ANTHONY ROSENDO G. FARAON, Deputy Executive Director
DR. HEIDEE E. BUENAVENTURA, ZFF Institute Director
PHILIP JEROME A. FLORES, QA and Certification Manager
FROM : ROSARIE V. GABUYA, QA and Certification Associate
SUBJECT: APPROVAL OF GUIDELINES ON THE ISSUANCE OF TRAINING CERTIFICATES

1. The guidelines has been drafted to provide the step-by-step procedure on the preparation of training certificates and to aid in the facilitation of efficient monitoring and control of all issued certificates of the foundation.
2. The guidelines also include the proposed classification of certificates with corresponding criteria and eligibility as shown in the table below:

CERTIFICATE	TYPE OF TRAINING ACTIVITY	ELIGIBILITY
Certificate of Attendance	Webinars ¹	<ul style="list-style-type: none"> • Registered participants verified in the attendance sheet or Google forms/Zoom registration • No output required from target participants
Certificate of Participation	Stand-alone/modular courses ²	<ul style="list-style-type: none"> • Registered participants verified in the attendance sheet or Google forms/Zoom registration • Completed attendance or catch up sessions (in case of valid absences) • Completed and submitted the pre and post-tests and other required training outputs
Certificate of Completion	Completion of program ³	<ul style="list-style-type: none"> • Satisfactorily completed the required modular courses and practicum requirements set under the program.
Certificate of Appreciation	N/A	<ul style="list-style-type: none"> • Resource Person/Facilitator

¹ Webinars are live online sessions delivered by experts on highly specialized topics; designed for rapid knowledge sharing.

² Standalone/modular courses are courses that can be taken without practicum requirements; may be a method for knowledge sharing; may be synchronous or asynchronous (self-paced), depending on the design.

³ A program is made up of several standalone courses, but supplemented with a guided practicum and tools for work application.



3. The actual signatories shall depend on the protocols of the awarding unit, agency (in case of training partnerships), or institution (in the case of our Academic Partners). For ZFF, the levels of signatories for the certificates are as follows:

TYPE/NATURE OF ACTIVITY	SIGNATORY
Webinars, Standalone/Modular Courses	Director or Deputy Executive Director (DED) of the host unit
Completion of program	Executive Director
Certificate of Appreciation	Director or Deputy Executive Director (DED) of the host unit or Executive Director

4. The guidelines has been reviewed and proofread by the Corporate Communications department for coherence and compliance to the foundation’s publication protocol.
 5. The Institute through its Quality Assurance unit shall be in charge of monitoring the implementation of this guideline.
 6. Complete details of the guidelines and sample certificates are attached for additional reference. These shall also be made available in the KM site for easy access.
 7. For approval to publish and disseminate, please. Thank you.
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