



**MEMORANDUM**

No. 214, Series of 2020

To : ALL OFFICIALS AND EMPLOYEES  
TESDA

From : THE DIRECTOR GENERAL  
This Authority

Date : 03 June 2020

Subject : **Mandatory Enrollment to the eLearning Training on Practicing  
COVID-19 Preventive Measures in the Workplace**

This is to require all TESDANs to enroll to the online course on **Practicing COVID-19 Preventive Measures in the Workplace**, pursuant to the issuance of Memorandum No. 190, series of 2020 dated 28 May 2020 on the Delivery of the eLearning Package on Practicing COVID-19 Preventive Measures in the Workplace.

This online course has been developed to enhance the knowledge, skills and attitude of all employees to protect oneself from being infected by COVID-19 and prevent the transmission of the disease. It can be accessed online through the TESDA Online Learning (TOP) at <https://www.e-tesda.gov.ph/course/view.php?id=149> or offline using downloaded presentation applications in the desktop or laptop.

All employees must have graduated from this course not later than 26 June 2020. The adherence to this directive shall be monitored by the TESDA Development Institute Section of the Human Resource Management Division Administrative Service (HRMD-AS).

For strict compliance.

  
SEC. ISIDRO S LAPEÑA, PhD, CSEE