



Memo 001. Term 6.2. AY 2025-2026

FROM : Office of the President
 TO : ALL JPC BSA Professional Gateway Program STUDENTS
 RE : **Guidelines on Micro Skills Credentialization**
 DATE : April 7, 2026

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Anent to the Orientation File for Term 6.2, 2nd Sem., AY 2025-2026, slides 77-83, the following standards and policies are hereby promulgated:

1. Effective this term, passing at least two (2) of the CERTS Micro Skills Certification is required prior to graduation in your BSA program.
2. The CERTS Micro Skill Certifications are given below. A certification has two or more skill assessments to complete.

No.	Certifications / Assessment Levels	Post Nominal
1.0	Certified Professional Bookkeeper	CPB
	1.1 Certified Bookkeeper	
	1.2 Certified Professional Bookkeeper	
2.0	Certified Financial Accountant	CFA
	2.1 Associate Financial Accountant	
	2.2 Registered Financial Accountant	
	2.3 Certified Financial Accountant	
3.0	Certified Cost Accountant	CCA
	3.1 Registered Materials Accountant	
	3.2 Registered Payroll Accountant	
	3.3 Certified Cost Accountant	
4.0	Certified Management Accounting Practitioner	CMAP
	4.1 Associate Financial Planner	
	4.2 Associate Management Accountant	
	4.3 Certified Management Accountant Practitioner	
5.0	Certified Financial Manager	CFM
	5.1 Registered Personal Finance Practitioner	
	5.2 Associate Financial Data Analyst	
	5.3 Certified Financial Manager	
6.0	Certified Tax Accountant	CTA
	6.1 Registered Income Tax Practitioner	
	6.2 Registered Business and Transfer Taxation Practitioner	
	6.3 Certified Tax Accountant	

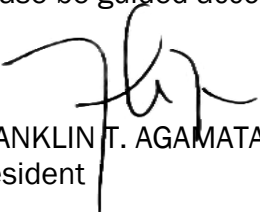
3. For example, Certified Professional Bookkeeper is a certification having 2 assessment levels, such as Certified Bookkeeper and Certified Professional Bookkeeper.
4. The following alignment of BSA courses and CERTS Micro Skills Certification will guide you in your enrolled courses.

No.	BSA Courses	Course Outline is included in the CERTS Skills Assessments for
1	Financial Accounting and Reporting	Certified Bookkeeper
2	Intermediate Accounting 1	Associate Financial Accountant, Certified Professional Bookkeeper
3	Intermediate Accounting 2	Registered Financial Accountant
4	Intermediate Accounting 3	Certified Financial Accountant
5	Cost Accounting and Control	Registered Materials Accountant, Registered Payroll Accountant, Certified Cost Accountant
6	Strategic Cost Management	Associate Financial Planner, Associate Management Accountant, Certified Management Accounting Practitioner
7	Accounting for Special Transactions and Accounting for Business Combinations	Certified Financial Accountant
8	Accounting for Government and Non-profit Organization	Certified Financial Accountant
9	Strategic Business Analysis	Registered Personal Finance Practitioner, Associate Financial Data Analyst
10	Income Taxation	Registered Income Taxation Practitioner
11	Business Taxation	Registered Business and Transfer Taxation Practitioner
12	Enhancement in Financial Accounting and Reporting	Associate Financial Accountant and Registered Financial Accountant assessments
13	Enhancement in Advanced Financial Accounting and Reporting	All 3 assessment in Certified Financial Accountant
14	Enhancement in Management Advisory Services	All 3 assessments in Certified Management Accounting Practitioner
15	Enhancement in Taxation	All 3 assessments in Certified Tax Accountant

5. The assessments are free for the first two (2) takes. Succeeding takes are paid at P200 each.
6. To take the Assessments, a student must comply the following:
 - 6.1 Accomplish the Registration Form for the specific certification to be taken. Registration forms are found in <https://certsedu.tech/jpc-bsa-microcredentialization/>
 - 6.2 Payment of retake fee for those retaking the assessment for the 3rd time and onward.
7. You must take the skill assessment levels in order as presented in paragraph “2” in each professional certification category, except for the Certified Cost Accountant (item 5) and Certified Tax Accountant (item 6) categories, where you may take skill assessment levels in any order.
8. Refer to the CERTS website for the coverage of each Assessment (<https://certsedu.tech>).
9. Use the CERTS learning course rooms provided for you while enrolled in the JPC BSA Professional Gateway Program in a given term. As such, in effect, the training is free. However, if you are not enrolled in a course in a given term or semester and wish to have access to such, a corresponding fee of two thousand pesos, per course, per semester or term, shall be charged. You may also use other learning materials to prepare for such an assessment.
10. Students enrolled in the Enhancement Courses are required to comply with the two (2) certification requirements to get a passing rating.

11. The assessment schedule will be followed as published unless otherwise an announcement is made on the CERTS website or sent to your email.
12. Passing the assessment does not automatically give you the privilege to attach the corresponding post-nominal to your name. The Institute of Accounting Professionals (IAP) shall provide the administrative guidelines to eventually use the said qualifications. However, passing the assessment levels will be recognized by CERTS through official correspondence.

Please be guided accordingly.



FRANKLIN T. AGAMATA
President