

**PERFORMANCE MEASUREMENT AND MANAGEMENT SYSTEM (PMMS)**  
**Technical Education and Skills Development Authority**

OPCR Form 1

**OFFICE PERFORMANCE COMMITMENT AND REVIEW**

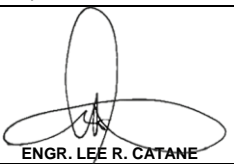
I, **ENGR. LEE R. CATANE**, Administrator of **OROQUIETA AGRO-INDUSTRIAL SCHOOL**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to December 2017**.

<b>RATING SCALE</b>	5 - Outstanding (Extraordinary level of achievement)
	4 - Very Satisfactory (Performance exceeded expectations)
	3 - Satisfactory (Performance met expectations)
	2 - Unsatisfactory (Performance failed to meet expectations)
	1 - Poor (Performance was consistently below expectations)

MFO P/A/P	Success Indicators (Targets + Measures)	Alloted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of December 2017)	Self-Rating	Validated Rating	Remarks (for validation purposes)
<b>Employability Increased and/ or Enhanced</b>							
	<b>1312</b>	Percentage of TVET Graduates that were certified*	50,000.00	CAC Focal, all trainers	<b>2562 (195%)</b>	<b>5</b>	
	<b>1003</b>	Percentage of graduates from Technical Vocational Courses that are employed*	50,000.00	Employment Focal, all trainers	<b>1187 (118%)</b>	<b>5</b>	
<b>MFO 2: TESD Services</b>							
<b>Operations of TESDA Schools and Training Centers</b>	<b>1607</b>	Number of TESDA Technology Institutions (TTIs) enrolees *	160,000.00	MIS Focal	<b>2447 (152%)</b>	<b>5</b>	
	<b>1543</b>	Number of TTIs graduates *	150,000.00	MIS Focal & CAC Focal	<b>1850 (120%)</b>	<b>5</b>	
	<b>1003</b>	Percentage of TTIs graduates who are employed	50,000.00	MIS Focal	<b>1187 (118%)</b>	<b>5</b>	
<b>Institution-based Programs</b>	<b>1607</b>	Number of Enrolees	80,000.00	MIS Focal	<b>2447 (152%)</b>	<b>5</b>	
	<b>1543</b>	Number of Graduates	80,000.00	MIS Focal	<b>1850 (120%)</b>	<b>5</b>	
<b>Community-based Programs</b>	<b>403</b>	Number of Enrolees	20,000.00	MIS Focal	<b>1205 (299%)</b>	<b>5</b>	
	<b>363</b>	Number of Graduates	20,000.00	MIS Focal	<b>1161 (320%)</b>	<b>5</b>	
<b>Training for Work Scholarship Program (TWSP)</b>		Number of TWSP subsidized enrolees*			<b>262</b>		
		Number of TWSP subsidized graduates*			<b>133</b>		
<b>Special Training for Employment Program (STEP)</b>		Number of Enrolees			<b>25</b>		
		Number of Graduates			<b>23</b>		
<b>Bottom Up Budgetting (BUB)</b>		Number of Enrolees			<b>20</b>		
		Number of Graduates			<b>20</b>		
<b>Trainers Development</b>		Number of TVET Trainers Trained (TM Level I)			<b>56</b>		
		Number of TVET Trainers provided with skills upgrading			<b>14</b>		
<b>Monitoring of Regular Training Programs (Training Calendar)</b>	<b>1</b>	Approved training Calendar submitted	5,000.00	MIS Focal	<b>1</b>	<b>3</b>	
<b>Updating of CBLM</b>	<b>8</b>	Number of CBLM updated being used by the TTI	10,000.00	All trainers	<b>8</b>	<b>3</b>	

MFO 3: TESD Regulation Services								
<b>Competency Assessment and Certification of Skilled Workers</b>	1543	Number of skilled workers assessed for certification *	100,000.00	CAC Focal	2668 (173%)	5		
	1312	Number of certified	160,000.00	CAC Focal	2562 (195%)	5		
<b>Support to Operations (STO)</b>								
<b>Communication Program</b>	1	Approved 2017 TESDA Communication Plan for major programs/activities developed and rolled out	100,000.00	SMAC Focal	1	3		
	1	At least three (3) good news submitted to oversight agencies at the end of the month	100,000.00	SMAC Focal	1	3		
<b>Job Linkaging and Networking Services (JoLiNS)</b>	8	Number of entrepreneurship training programs conducted	90,000.00	EDT Trainers	27 (337%)	5		
	200	Number of participants in entrepreneurship training programs	15,000.00	EDT Trainers	1217 (608%)	5		
	100	Number of participants in the Job Induction Program (JIP)	5,000.00	JoLins Focal	126 (126%)	5		
	100	Number of Clients referred for job vacancies/ opportunities	50,000.00	JoLins Focal	100 (100%)	4		
	2	Number of partnership agreements forged with partners/ employers for employment	5,000.00	DTP Focal	2 (100%)	4		
	1	Number of JoLiNS Reports submitted	5,000.00	JoLins Focal	1 (100%)	4		
<b>Performance Accountability Report</b>	4	Quarterly 2017 PAR submitted	80,000.00	Finance Analyst	4 (100%)	4		
<b>2017 Annual Report</b>	1	2017 Annual Report submitted	80,000.00	Planning Officer	1 (100%)	4		
<b>Gender and Development (GAD)</b>	1	2019 GAD Plan and Budget and 2017 GAD Accomplishment Report of Central Office prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of March 2018	160,000.00	GAD Focal	1 (100%)	4		
<b>Citizens Charter/Anti-Red Tape Act (ARTA) Implementation</b>	90%	At least 90% client satisfaction rate on Quality of Services and Quality of Facilities achieved		Quality Control Committee	90%	3		
	100%	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process		Citizens Charter Focal	100%	4		
<b>Monitoring of Regular Training Programs (Training Calendar)</b>	80%	Percentage of training progrms implemented within on month of the original/approved schedule (80%)		All Trainers	80%	3		
<b>Training Support Services</b>	1	Total Inventory of TTI Library Holdings		Librarian	1 (100%)	4		
<b>Career Guidance and Advocacy Program</b>	500	Number of Clients Profiled	30,000.00	YP4SC In Charge	505 (101%)	4		
	2	Number of Career Orientation conducted	20,000.00	PESO Focal	3 (150%)	5		
	100	Number of trainees who attend Career Orientation		PESO Focal	128 (128%)	5		
		Advocacy Materials developed and disseminated						
<b>Drug Abuse Prevention and Post Rehabilitation Programs</b>	200	Number of trainees oriented on drug Abuse Prevention and control through the TIP	20,000.00	Drug Abuse Prevention Focal	200 (100%)	4		
<b>Preparation of Institutional Development Plan</b>	1	2017-2022 IDP prepared and submitted	5,000.00	IDP Technical Working Group	1 (100%)	4		
	3	number trainers provided institution-based skills upgrading program	50,000.00	Trainers concerned, HR	6 (200%)	5		
<b>IGP/ SSP Monitoring</b>	12	IGP/ SSP report submitted	5,000.00	Accounting Department	12 (100%)	4		

General Administration and Support Services (GASS)								
	100%	100% of the EIDP programs/projects for 2017 implemented as scheduled			100%	4		
	100%	100% of SALN of all staff submitted to oversight agencies by 30 April 2017		All Permanent & Casual Employees	100%	4		
<b>Strategic Performance Management System</b>	1	2017 OPCR submitted to oversight agencies	100,000.00	Planning Officer	1	4		
	1	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT	105,000.00	Planning Officer	1	4		
	100%	IPCR 2017 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments		All Permanent & Casual Employees	100%	4		
	100%	IPCR accomplishments submitted to the Office PMT on the 4th week of August for the first semester (evaluation with preliminary rating) and 2nd week of February 2018 for the second semester (with annual IPCR rating)		All Permanent & Casual Employees	100%	4		
	2	Summary of IPCR ratings submitted to oversight agencies within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)	25,000.00	VIS and HR In Charge	2	4		
	12	Monthly Statement of Appropriations, Allotment, Obligations and Balances (SAAOB) report using the FAR no. 1 template submitted to oversight agencies not later than the 10th working day after the reference month	125,000.00	Finance Analyst	12	4		
	4	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th day after the reference quarter	50,000.00	Finance Analyst	4	4		
	12	Monthly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month	50,000.00	Finance Analyst	12			
<b>Financial Accountability</b>	100%	Cash Advances liquidated / settled within the prescribed period and submitted the following accounts to oversight agencies not later than the 15th day of the month following the reference quarter: - Due from Officers and Employees - Advances to Officers and Employees - Advances for Operating Expenses (if applicable) - Advances to Special Disbursing Officers (if applicable) - Advances for Payroll		Finance Analyst	100%			
	12	Report on the status of the account submitted to oversight agencies not later than the 1st working day following the reference month - Account 148 (Advances to officials and employees)	250,000.00	Finance Analyst	12	4		
<b>Compliance to COA Observations</b>	100%	Status report on 100% compliance on actions taken on COA recommendations submitted to oversight agencies every 5th day of the month following the reference quarter (March, June, September and December)		Finance Analyst	100%	4		
	4	Quarterly reports submitted to oversight agencies every 5th day of the month following the reference quarter - 100% Settlement of Suspensions within the prescribed period (within 90 days) - Appeal on Notices of Disallowance (if any) submitted to COA within the prescribed period (within 6 months)	20,000.00	Finance Analyst	4	4		

HRD Interventions (Recruitment and Selection)		Issued appointments to 80% of vacant positions by end of December 31, 2017						
HRD Interventions (Capacity Building of Staff)	1	Programs for 2017 under the Workforce Training and Investment Plan implemented by end of December 2017	10,000.00	VSA & HR	1	4		
	23	Training opportunities to 80% of staff provided by end of the year	25,000.00	VSA & HR	80%	4		
TESDA Green Program Implementation	1	TESDA Green Programs implemented and sustained year-round	10,000.00	TESDA Green Focal	1	4		
		<b>TOTAL</b>	<b>2,530,000.00</b>					
<b>Final Average Rating</b>						4.22		
<b>Adjectival Rating</b>						Very Satisfactory		
Prepared and Submitted by:		Endorsed by:		Recommending Approval:		Approved by:		
 ENGR. LEE R. CATANE		MIRALUNA N. BAJE-LOPEZ		DIR. LORENZO G. MACAPILI, DTE		SECRETARY GUILING A. MAMONDIONG		
School / Training Center Administrator		Provincial Director		Regional Director		Director General		
With comments/observations:								