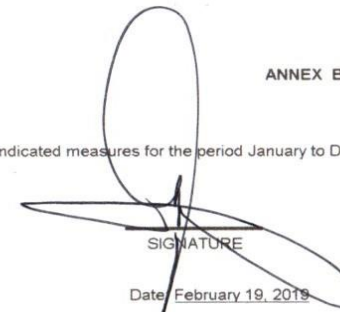


TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Strategic Performance Management System (SPMS)

ANNEX B

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, 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 31, 2018.


SIGNATURE
Date: February 19, 2018

Approved by: Date: _____
TARHATA S. MAPANDI, CESE
Regional Director

PIA/P	Success Indicators (Targets + Measures)		Allotted Budget (in P'000)	Division/Individual Accountable	Accomplishments (as of <u>December 2018</u>)	RATING				Remarks
						Q	E	T	A	
Technical Education and Skills Development Regulatory Program										
TVET Program Registration and Accreditation	85%	85% compliance of TVET programs to TESDA, industry standards and requirements *	100	Nestor L. Dumagat-Industry Focal	90% compliance of TVET programs to TESDA industry standards and requirements	5	5	5	5	
	42%	42% of TVET programs with tie-ups to industry *	100	Nestor L. Dumagat-Industry Focal	50% of TVET programs with tie-ups to industry	5	5	5	5	
Competency Assessment and Certification	1817	Number of skilled workers assessed for certification	100	George C. Erat III-CAC Focal	4612 skilled workers assessed for certification	5	5	5	5	
	1544	85% of TVET graduates that undergo assessment for certification *	100	George C. Erat III-CAC Focal	4320 TVET graduates have undergone assessment for certification	5	5	5	5	
Technical Education and Skills Development Programs										
	1607	Number of TTI enrollees	380	Daphne D. Beniga-MIS Focal	4754 TTI enrollees	5	5	5	5	

	1543	Number of TTI graduates *	380	Daphne D. Beniga-MIS Focal	3256 TTI graduates	5	5	5	5	
	1003	65% graduates from technical education and skills development scholarship programs that are employed *		Daphne D. Beniga-MIS Focal and All Trainers	1308 graduates from technical education and skills development scholarship programs are employed	5	5	5	5	
	100	Average number of training hours per trainee		Daphne D. Beniga-MIS Focal	392 Average number of training hours per trainee	5	5	5	5	
Scholarship Programs	260	Number of graduates from technical education and skills development scholarship programs *		Vergie A. Dela Torre-Scholarship Focal	260 graduates from technical education and skills development scholarship programs	5	5	5	5	The target for scholarship programs depends on the number of scholarship slots granted by the RO.
Training for Work Scholarship Program (TWSP)	178	Number of TWSP subsidized enrollees		Daphne D. Beniga-MIS Focal	178 TWSP subsidized enrollees	5	5	5	5	The target for TWSP enrollees depends on the number of scholarship slots granted by the RO.
	178	Number of TWSP subsidized graduates		Daphne D. Beniga-MIS Focal	154 TWSP subsidized graduates	5	5	3	4.33	The remaining output for graduates was reported in 2019 as spill-over of 2018.
Institution-based Training Program	1607	Number of enrollees		Daphne D. Beniga-MIS Focal	4754 Institution-Based enrolled	5	5	5	5	
	1543	Number of graduates		Daphne D. Beniga-MIS Focal	3256 Institution-Based graduated	5	5	5	5	
Community-based Training Program	505	Number of enrollees	50	Daphne D. Beniga-MIS Focal	988 Community-Based Training enrolled	5	5	5	5	
	445	Number of graduates	50	Daphne D. Beniga-MIS Focal	988 Community-Based Training	5	5	5	5	
Trainers Development Program	50	Number of TVET trainers trained (TM)	20	D. D. Beniga, V.A. Dela Torre, E.M.D. Marcos, M.R.M. Catane, J.P. Esparagoza-TM I Trainers	71 TVET trainers trained in TM	5	5	5	5	
	8	Number of TVET trainers provided with skills upgrading	20	Lee R. Catane-VSA Juliet E. Tumale-HR Designate	18 TVET trainers provided with skills upgrading	5	5	5	5	
Other Priority Programs										
Skills Training for Drug Dependents	30	Number of persons trained	20	Daphne D. Beniga-MIS Focal	2 persons trained in skills training for drug dependents	3	5	5	4.33	
Special Skills Training for Individual and Family Enterprises	21	Number of persons trained	20	Daphne D. Beniga-MIS Focal	21 persons trained in special skills training for individual and family enterprises	5	5	5	5	
Skills Training Program for Inmates and their Families	30	Number of persons trained	50	Daphne D. Beniga-MIS Focal	4 persons trained in skills training program for inmates and their families	3	5	5	4.33	
OFW Re-integration	10	Number of persons trained	20	Daphne D. Beniga-MIS Focal	10 persons trained in OFW re-integration	5	5	5	5	
Expanded Program for Women and PWDs	5	Number of persons trained	50	Daphne D. Beniga-MIS Focal	64 persons trained in expanded program for women and PWDs	5	5	5	5	
Special Skills Training for Indigenous Peoples	120	Number of persons trained	100	Daphne D. Beniga-MIS Focal	1260 persons trained in special skills training for indigenous people	5	5	5	5	

Support to Operations									
Communication Program	1	1 exhibit/job fair participated-in/conducted every quarter	50	Vergie A. Dela Torre-JoLins Focal & PESO Officer	1 job fair participated in	5	5	5	5
2017 Annual Report	1	2017 Annual Report prepared, submitted and disseminated	10	Daphne D. Beniga-Planning Designate	1 2017 Annual Report prepared, submitted and disseminated	5	5	5	5
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	95%	At least 95% client satisfaction rate on Quality of Services and Quality of Facilities achieved	10	Glenda G. Salavedra-ARTA Focal	95% of client satisfaction rate on Quality Services and Quality of Facilities achieved	5	5	5	5
	100%	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process	30	Glenda G. Salavedra-ARTA Focal	90% of client satisfaction feedback/ complaints/ recommendations acted upon as prescribed per process	4	5	5	4.66
ARTA Requirements	100%	Presence of the following: - Anti-fixer poster - Manned Public Assistance Counter - Courtesy lanes for elderly, differently-abled and pregnant	20	Glenda G. Salavedra-ARTA Focal	100% of Citizens' Charter Frontline services are posted in conspicuous places and in TESDA website	5	5	5	5
Cash-based budget system (rather than an obligation based budget system)	100%	Pursuant to the GAA FY 2018, all 2018 obligations shall be disbursed within 2018 to fully execute the budget to deliver goods and services	10	Marisa S. Jumalon-Financial Analyst	100% of 2018 obligations disbursed within 2018 to fully execute the budget to deliver goods and services, pursuant to the GAA FY 2018	5	5	5	5
	100%	One year obligations is supported by one year cash appropriations	10	Marisa S. Jumalon-Financial Analyst	100% of one year obligations supported by one year cash appropriations	5	5	5	5
Environment and Occupational Safety and Health (EOSH) Plan	1	OSH Plan to be formulated by end of 1st quarter of 2018	20	Elijah Belino Demetrio-Safety Officer	1 OHS Plan formulated last November 2018	5	5	5	5
Development of Information Systems	1	Network Connectivity expanded	50	Aryel P. Naranjo-IT Focal	1 Network Connectivity expanded	5	5	5	5
Website / Information System Maintenance (Central Office/ Regional/ Provincial Offices)	1	Website content / periodic reports posted / updated	50	Aryel P. Naranjo-IT Focal	1 Website content updated	5	5	5	5
General Administrative Support Services (GASS)									
Integrity Development Plan	100%	100% of Statement of Assets, Liabilities, and Net Worth (SALN) of all staff and officials submitted to oversight agencies by 30 April 2018	30	Lee R. Catane-VSA E. Tumale-HR Designate Nestor L. Dumagat-VIS Designate All Employees	Juliet 100% of Statement of Assets, Liabilities and Net Worth (SALN) of all staff submitted to oversight agencies on January 2018	5	5	5	5
Strategic Performance Management System	1	2018 Office Performance Commitment and Review (OPCR) prepared and submitted	30	Daphne D. Beniga-Planning Designate	1 2018 Office Performance Commitment and Review (OPCR) prepared and submitted	5	5	5	5
	1	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT	10	Daphne D. Beniga-Planning Designate	1 Annual OPCR Accomplishments with self-ratings submitted to the Office PMT	5	5	5	5
	26	IPCR 2018 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments	10	Lee R. Catane-VSA E. Tumale-HR Designate Nestor L. Dumagat-VIS Designate All Employees	Juliet 26 IPCR 2018 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments	5	5	5	5

	26	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 for the second semester (with annual IPCR rating)	10	Lee R. Catane-VSA E. Tumale-HR Designate Nestor L. Dumagat-VIS Designate All Employees	Juliet	26 IPCR accomplishments submitted to the Office PMT on July 2018 for the first semester (evaluation with preliminary rating) and January 2018 for the second semester (with annual IPCR rating)	5	5	5	5
	1	Summary of IPCR ratings submitted within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)	10	Lee R. Catane-VSA E. Tumale-HR Designate Nestor L. Dumagat-VIS Designate	Juliet	1 Summary of IPCR ratings submitted within 30 calendar days upon receipt of approved OPCR rating (covering accomplishments in the previous year)	5	5	5	5
Financial Management (Fund Utilization)	100%	Allotted funds for priority programs/projects/activities (P/P/A) and commitments of TESDA (where Obligation BUR=total obligation/total allotment) utilized 100% 1st quarter - 16%	5	Marisa S. Jumalon-Financial Analyst		100% of Allotted funds for priority programs/ projects/ activities (P/P/A) and commitments of TESDA utilized	5	5	5	5
	100%	Notice of Cash Allocation (NCA) for various programs/projects/activities (P/A/P) utilized (where Disbursement BUR = NCA/Obligation) 1st quarter - 100%	5	Marisa S. Jumalon-Financial Analyst		100% of Notice of Cash Allocation (NCA) for various programs/ projects/ activities (P/A/P) utilized	5	5	5	5
	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	5	Marisa S. Jumalon-Financial Analyst		12 Monthly Statement of Appropriations, Allotment, Obligations and Balances (SAAOB) report using the FAR no. 1 template submitted to oversight agencies	5	5	5	5
	4	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th day after the reference quarter	5	Marisa S. Jumalon-Financial Analyst		4 Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th	5	5	5	5
	12	Monthly flash performance monitoring report on obligation and disbursement rates, by appropriations source and allotment class submitted to oversight agencies not later than 7th day of the reference month	5	Marisa S. Jumalon-Financial Analyst		12 Monthly flash performance monitoring reports on obligation and disbursement rates, by appropriations source and allotment class submitted from January-December 2018	5	5	5	5
	4	Quarterly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month	10	Marisa S. Jumalon-Financial Analyst Minda S. Perales-Disbursing Officer		4 Quarterly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month	5	5	5	5
Financial Accountability	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	10	Marisa S. Jumalon-Financial Analyst		100% of 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	5	5	5	5
Compliance to COA Observations	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)	20	Marisa S. Jumalon-Financial Analyst Minda S. Perales-Disbursing Officer		100% of 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,	5	5	5	5
	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 submitted to COA within	10	Marisa S. Jumalon-Financial Analyst Glenda G. Salavedra-Administrative Aide		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	5	5	5	5
Learning and Development	1	Teambuilding exercises conducted every 2 years	50	Lee R. Catane-VSA Juliet E. Tumale-HR Designate		1 Teambuilding exercises conducted on July 2018	5	5	5	5
	1	Study tour/ "lakbay aral", for purpose of QMS benchmarking, with prior approval by the Director General, implemented as required	30	Lee R. Catane-VSA Juliet E. Tumale-HR Designate		1 Study tour/ "lakbay aral", for purpose of QMS benchmarking, implemented as required	5	5	5	5

HRD Interventions (Capacity Building of Staff)	100%	Programs for 2018 under the Workforce Training Development Plan implemented by end of December 2018	300	Lee R. Catane-VSA Juliet E. Tumale-HR Designate	100% of Programs for 2018 under the Workforce Training Development Plan implemented by end of December 2018	5	5	5	5
	1	Career Development and Succession Plan approved by end of June 2018	10	Lee R. Catane-VSA Juliet E. Tumale-HR Designate	1 Career Development and Succession Plan approved by end of June 2018	5	5	5	5
Agency Procurement Compliance Performance Indicator (APCPI)	1	Agency Procurement Compliance Performance Indicator (APCPI) submitted on or before December 1, 2018 as mandated by law.	20	Peter Jim A. Amboang-Supply Officer	1 Agency Procurement Compliance Performance Indicator (APCPI) submitted on or before September 2018 as	5	5	5	5
Transparency Seal Compliance	100%	100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum that may be issued by agencies in authority.	20	Lee R. Catane-VSA	100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum that may be issued by agencies in authority.	5	5	5	5
	1	- Approved budgets and corresponding targets immediately upon approval of 2018 GAA.	10	Marisa S. Jumalon-Financial Analyst	1 Approved budgets and corresponding targets immediately upon approval of 2018 GAA.	5	5	5	5
	1	- Annual Procurement Plan (APP) for Common used Supplies and Equipments (CSE) and non-CSE	70	Peter Jim A. Amboang-Supply Officer	1 Annual Procurement Plan (APP) for Common used Supplies and Equipments (CSE) and non-CSE	5	5	5	5
	4	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.	45	Lee R. Catane-VSA Marisa S. Jumalon-Financial Analyst	4 Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.	5	5	5	5
	1	- Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014	50	Marisa S. Jumalon-Financial Analyst Minda S. Perales-Disbursing Officer Glenda G. Salavedra-Admin. Aide I	1 Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014	5	5	5	5
		Sub-Total (P'000) GASS	780						
		Sub-Total (P'000) STO	260						
		Sub-Total (P'000) OPNS	1,300						
		Sub-Total (P'000) Other Priority	260						
TOTAL			2,600						
Final Average Rating									
Adjectival Rating									
Submitted by:		Assessed by:		Endorsed by:		Final Rating: 4.96			
LEE R. CATANE		MARIGOLD CHERIE R. GARRIDO		KOME R. BAY		TARHATA S. MAPANDI, CESE		DATE:	
Operating Unit Head		Planning Office		PMT		Regional Director/Head of Agency			
With comments/observations:									

Note: * 2018 GAA Indicators based on PREXC Indicators