


**Technical Education and Skills Development Authority  
Strategic Performance Management System (SPMS)**

**OFFICE PERFORMANCE COMMITMENT AND REVIEW**

I, **LEE R. CATANE**, Head 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, 2019.

  
**LEE R. CATANE**  
Signature

Date: \_\_\_\_\_

SD	P/A/P	Success Indicators (Targets + Measures)		Timeline	Allotted Budget (in P'000)	Division/Personnel Accountable	Accomplishments (as of December 2019)	Rating				Remarks (for validation purposes)
								Q	E	T	A	
<b>Technical Education and Skills Development Regulatory Program</b>												
1,2,3,4,5	TVET Program Registration and Accreditation	3	Number of new programs registered (Full qualification by level)	Year Round	50	Juliet E. Tumale-UTPRAS Focal, Trainers Concerned	3	4	5	5	4.66	
1,2,3,4,5			100% of registered TVET programs audited * (100% of the identified registered programs to be audited)	Year Round			100%	4	5	5	4.66	
1,2,3,5		90%	90% compliance of TVET programs to TESDA, industry standards and requirements *			100	Nestor L. Dumagat-Industry Focal	91%	4	5	5	4.66
4	Partnerships and Linkages	50%	% of TVET programs with tie-ups to industry *	Year Round	100	Nestor L. Dumagat-Industry Focal	94%	5	5	5	5	
1,2,3,4,5	Competency Assessment and Certification	4,328	Number of skilled workers assessed for certification	Year Round	100	George C. Erat III-CAC Focal	5,800	5	5	5	5	
1,2,3,4,5		3,756	Number of persons certified	Year Round		George C. Erat III-CAC Focal	5,489	5	5	5	5	
1,2,3,4,5		1,327	86% of TVET graduates that undergo assessment for certification *	Year Round	100	George C. Erat III-CAC Focal	107%	5	5	5	5	
<b>Technical Education and Skills Development Programs</b>												
1,2,3,4,5		1,511	Number of TTI enrollees	Weekly	380	Daphne D. Beniga-MIS Focal	2,795	5	5	5	5	
1,2,3,4,5		1,450	Number of TTI graduates *	Weekly	380	Daphne D. Beniga-MIS Focal	2,671	5	5	5	5	

1,2,3,4,5		395	75% graduates from technical education and skills development scholarship programs that are employed *	Monthly	220	Daphne D. Beniga-MIS Focal and All Trainers	89%	5	5	5	5
1,2,3,4	Scholarship Programs		Number of graduates from technical education and skills development scholarship programs *	Monthly		Vergie A. Dela Torre-Scholarship Focal	1,373				
1,2,3,4	Training for Work Scholarship Program (TWSP)		Number of TWSP subsidized enrollees	Monthly		Daphne D. Beniga-MIS Focal	138				
			Number of TWSP subsidized graduates	Monthly		Daphne D. Beniga-MIS Focal	135				
1,2,3,4	Institution-based Training Program	1,511	Number of enrollees	Weekly	150	Daphne D. Beniga-MIS Focal	2,795	5	5	5	5
			1,450	Number of graduates	Weekly	150	Daphne D. Beniga-MIS Focal	2,671	5	5	5
2,4	Enterprise-based/Apprenticeship Program	84	Number of enrollees	Monthly		Nestor L. Dumagat-Industry Focal	110	4	5	5	4.66
			81	Number of graduates	Monthly		Nestor L. Dumagat-Industry Focal	91	4	5	5
2,4	Community-based Training Program	463	Number of enrollees	Monthly	50	Daphne D. Beniga-MIS Focal, All Community-Based Trainers	628	5	5	5	5
			447	Number of graduates	Monthly	50	Daphne D. Beniga-MIS Focal, All Community-Based Trainers	628	5	5	5
1	Trainers Development Program	22	Number of learning facilitators trained TM	Year Round	20	D.D. Beniga, V.A. Dela Torre, E.M.D. Marcos, M.R.M. Catane, J.P. Esparagoza-TM I Trainers	65	5	5	5	5
			1	Number of learning facilitators provided with skills upgrading	Year Round	6	Lee R. Catane-VSA Juliet E. Tumale-HR Designate	14	5	5	5
			<b>Drug Dependents</b>	Year Round							
			Number of enrolled	Year Round			17				
			Number of graduated	Year Round			17				
			Number of assessed	Year Round			6				
			Number of certified	Year Round			6				
			<b>Rebel Returnees</b>	Year Round							
			Number of enrolled	Year Round			46				
			Number of graduated	Year Round			46				
			Number of assessed	Year Round							
			Number of certified	Year Round							
			<b>Inmates and their Families</b>	Year Round							
			Number of enrolled	Year Round			3				
			Number of graduated	Year Round			3				
			Number of assessed	Year Round			3				
			Number of certified	Year Round			3				
		50	<b>Indigenous Peoples and Cultural Communities</b>	Year Round	20						
			Number of enrolled	Year Round			316				
			Number of graduated	Year Round			248				
			Number of assessed	Year Round			226				
			Number of certified	Year Round			213				
			<b>Overseas Filipinos (OFs)</b>	Year Round							
			Number of enrolled	Year Round			57				
			Number of graduated	Year Round			41				
			Number of assessed	Year Round			8				
			Number of certified	Year Round			8				

30	<b>Women</b>	Year Round	25
	Number of enrolled	Year Round	
	Number of graduated	Year Round	
	Number of assessed	Year Round	
	Number of certified	Year Round	
5	<b>PWD</b>	Year Round	25
	Number of enrolled	Year Round	
	Number of graduated	Year Round	
	Number of assessed	Year Round	
	Number of certified	Year Round	
10	<b>Senior Citizens</b>	Year Round	20
	Number of enrolled	Year Round	
	Number of graduated	Year Round	
	Number of assessed	Year Round	
	Number of certified	Year Round	
10	<b>Build, Build, Build Program</b>	Year Round	20
	Number of enrolled	Year Round	
	Number of graduated	Year Round	
	Number of assessed	Year Round	
	Number of certified	Year Round	
	<b>Victims of disasters and calamities</b>	Year Round	

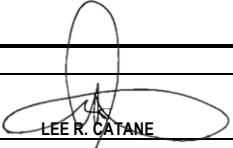
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Support to Operations											
		1	Number of exhibits or jobs fair/s participated-in/conducted	Year Round	20	Vergie A. Dela Torre-JoLins Focal & PESO Officer	1	4	5	5	4.66
		1	Number of advocacy/information campaign developed and rolled out	Year Round	20	Quimby Q. Clavicillas-SMAP Focal	1	4	5	5	4.66
6	2018 Annual Report	1	2018 Annual Report prepared, submitted and disseminated	2nd Quarter	30	Quimby Q. Clavicillas-SMAP Focal	1	4	5	5	4.66
1,2,3,4,5,6	Gender and Development		Percent share of wo/men in non-traditional sectors (auto-land transport, construction, electronics and ICT)			Juliet E. Tumale-GAD Focal	81%				
			2021 GAD Plan and Budget and 2019 GAD Accomplishment Report of Central Office prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of April 2020	4th Quarter			1				
			2021 GAD Plan and Budget and 2019 GAD Accomplishment Report of Regional Offices prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of April 2020	4th Quarter			1				
5.6	Maintenance of TESDA Quality Management System (QMS)		ISO certification sustained and/or upgraded (ie. ISO 9001:2015)								
5.6	Information and Knowledge Management System		Number of KM Tools developed and installed	3rd Quarter							
			Number of KM systems developed and installed	3rd Quarter							
			Number of Information Systems designed and developed	3rd Quarter							
			Information Technology (IT) infrastructure enhanced/maintained	Year Round							
		2	Quality systems installed/maintained	Year Round	50	Juliet E. Tumale-QMS Manager	2	4	5	5	4.66
5.6	Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	90%	At least 95% client satisfaction rate on Quality of Services and Quality of Facilities achieved	Year Round	20	Glenda G. Salavedra-ARTA Focal	95%	5	5	5	5
		90%	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process	Year Round	20	Glenda G. Salavedra-ARTA Focal	100%	5	5	5	5
5.6	ARTA Requirements	100%	Posting of conspicuous places and on TESDA website of Citizen's Charter for frontline services	Year Round	20	Glenda G. Salavedra-ARTA Focal	100%	4	5	5	4.66
		100%	Presence of the following: - Anti-fixer poster - Manned Public Assistance Counter - Courtesy lanes for elderly, differently-abled and pregnant women - No noon break poster - Smoke-free poster - Designated smoking areas	Year Round		Glenda G. Salavedra-ARTA Focal	100%	4	5	5	4.66
<b>General Administrative Support Services (GASS)</b>											
5	Integrity Development Plan		Posted at the TESDA website the latest status of complaints and cases filed against officials and employees of the agency on or before the 5th day of the month after the end of the reference quarter								
				100% the EIDP programs/projects implemented as scheduled				100%			

		100%	100% of Statement of Assets, Liabilities, and Net Worth (SALN) of all staff and officials submitted to oversight agencies by 30 April 2019	January	10	All Staff	100%	4	5	5	4.66	
6	Strategic Performance Management System	1	2019 Office Performance Commitment and Review (OPCR) prepared and submitted	January	10	Daphne D. Beniga-Planning Focal	1	4	5	5	4.66	
		1	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT	December	10	Daphne D. Beniga-Planning Focal	1	4	5	5	4.66	
		30	IPCR 2019 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments	January	20	All Employees	30	4	5	5	4.66	
		30	IPCR accomplishments submitted to the Office PMT on the 1st week of August for the first semester (evaluation with preliminary rating) and 1st week of February for the second semester (with annual IPCR rating)	December	10	All Employees	30	4	5	5	4.66	
		2	Summary of IPCR ratings submitted within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)	July and December	10	Lee R. Catane-VSA Juliet E. Tumale-HR Designate Nestor L. Dumagat-VIS Designate	2	4	5	5	4.66	
5	Financial Management (Fund Utilization)		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% 2nd quarter - 34% 3rd quarter - 25% 4th quarter - 25%			Marisa S. Jumalon-Financial Analyst	100%					
		100%	Notice of Cash Allocation (NCA) for various programs/projects/activities (P/A/P) utilized (where Disbursement BUR = NCA/Obligation)  1st quarter - 100% 2nd quarter - 100% 3rd quarter - 100%	Quarterly		Marisa S. Jumalon-Financial Analyst	100%	4	5	5	4.66	

		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	Monthly	5	Marisa S. Jumalon-Financial Analyst	12	4	5	5	4.66	
		4	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th day after the reference quarter	Quarterly	5	Marisa S. Jumalon-Financial Analyst	4	4	5	5	4.66	
			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	Quarterly				4	5	5	4.66	
		4	Quarterly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month	Quarterly	10	Marisa S. Jumalon-Financial Analyst	4	4	5	5	4.66	
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 - Advances to Officers and Employees - Advances for Operating Expenses (if applicable) - Advances to Special Disbursing Officers (if applicable) - Advances for Payroll  NOTE: Requirements for granting of PBB include liquidation of cash advances within the prescribed period. Failure to do so will mean disqualification from receiving the PBB	Monthly	10	Marisa S. Jumalon-Financial Analyst	100%	4	5	5	4.66	
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)	Quarterly	20	Marisa S. Jumalon-Financial Analyst	100%	4	5	5	4.66	
		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 the prescribed period (within 6 months)	Quarterly	10	Marisa S. Jumalon-Financial Analyst	4	4	5	5	4.66	
			Qualified opinion on the CAAR's Financial Statement/ Value for					4	5	5	4.66	
6	HRD Interventions (Recruitment and Selection)		Issued appointments to 80% of vacant positions by end of December 2019  - For Salary Grades 1-28 of CO = 41 vacant positions as of end of December 2017) - For Salary Grades 18 and above of ROPOTI (to be					4	5	5	4.66	
6	Learning and Development	1	Human Resource Development (HRD) Plan developed and implemented	1st Quarter	50	Juliet E. Tumale-HR Designate	1	4	5	5	4.66	
			Learning and Development System for TESDA employees installed and implemented					4	5	5	4.66	

5,6	Freedom of Information (FOI) Manual		100% of request for information requested through FOI provided, subjected to provisions of People's FOI Manual and it's exception					4	5	5	4.66		
6	HRD Interventions (Capacity Building of Staff)	2%	Training opportunities based on annual Workforce Training Development Plan conducted					4	5	5	4.66		
6		1	Career Development and Succession Plan implemented	Year Round	30	Juliet E. Tumale-HR Designate	1	4	5	5	4.66		
		1	Number of employees welfare and wellness programs implemented	Year Round	20	Juliet E. Tumale-HR Designate	1	4	5	5	4.66		
		1	Program on Awards and Incentives for Service Excellence (PRAISE) Guidelines revised/approved by CSC	Year Round	30	Juliet E. Tumale-HR Designate	1	4	5	5	4.66		
6			100% application documents for foreign scholarship training processed and endorsed to sponsoring organization by end of						4	5	5	4.66	
5	Agency Procurement Compliance Performance Indicator (APCPI)	1	Agency Procurement Compliance Performance Indicator (APCPI) submitted on or before March 31, 2019 as mandated by law.		20	Peter Jim A. Amboang-Supply Officer	1	4	5	5	4.66		
			Number of regional procurement focals trained on APCPI					4	5	5	4.66		
			Certificate of compliance on early procurement activities submitted						4	5	5	4.66	
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 II	100%	4	5	5	4.66		
5		1	- Agency's mandates and functions, names of its officials with their position and designation, and contact information.		10	Marisa S. Jumalon-Financial Analyst	1	4	5	5	4.66		
5		1	- Approved budgets and corresponding targets immediately upon approval of 2019 GAA.		10	Marisa S. Jumalon-Financial Analyst	1	4	5	5	4.66		
5			- Modifications made pursuant to the general and special provisions in GAA 2019  - TWSP requirement: posting of the list of scholars with e-signatures for a period of 3 years. - STEP requirement: list of programs implemented, list of names and addresses of trainees						4	5	5	4.66	
		1	- Annual Procurement Plan (APP) for Common used Supplies and Equipments (CSE) and non-CSE		70	Peter Jim A. Amboang-Supply Officer	1	4	5	5	4.66		
		1	- Posting of contracts awarded and the name of contractors/suppliers/consultant - every procurement activity		20	Peter Jim A. Amboang-Supply Officer	1	4	5	5	4.66		
			- Major program and projects categorized in accordance with the 5 KRAs under EO 43, s. 2011 and their target beneficiaries						4	5	5	4.66	
		4	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.						4	5	5	4.66	

	2	- Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014					4	5	5	4.66	
	1	- Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the lgeal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures and ending balances for the preceding fiscal year			Marisa S. Jumalon-Financial Analyst	1	4	5	5	4.66	
		- System Ranking Delivery Units and Individuals					4	5	5	4.66	
		- Quality Management System Certified by international certifying body or Agency Operations Manual					4	5	5	4.66	
		- Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: - Pending Cases - Released Decision - Cases with Entry Judgement					4	5	5	4.66	
		- Net Worth of Officials, as required under CSC Republic Act No. 6713					4	5	5	4.66	
	2	- Status report on the COA findings and recommendations		34	Marisa S. Jumalon-Financial Analyst	2	4	5	5	4.66	
2,590											
<b>Final Average Rating:</b>										<b>4.735</b>	
<b>Adjectival Rating:</b>										<b>Very Staisactory</b>	
Submitted by:						Validated by:					
 <b>LEE R. CATANE</b> Operating Unit Head						<b>MARIGOLD CHERIE R. GARRIDO</b> Planning Office					
Validated by:						Approved by:					
<b>KOTIE R. BAX</b> PMT Chair						<b>TARHATA S. MAPANDI, CESE</b> Regional Director					

Legend: 1 – Quality 2-Efficiency 3-Timeliness 4-Average