

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

OPCR Form 1

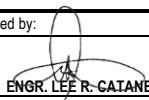
OFFICE PERFORMANCE COMMITMENT AND REVIEW

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 31, 2016.

5 - Outstanding (Extraordinary)
4 - Very Satisfactory (Performance)
3 - Satisfactory (Performance)
2 - Unsatisfactory (Performance)
1 - Poor (Performance was con)

MFO P/A/P	Success Indicators (Target + Measure)	Operating Unit Accountable	ments (as of June 2016)	% of Accomplishment	Self-Rating	Validated Rating	Remarks (for validation purposes)
MFO 1: Technical Education and Skills Development Policy Services							
National/ Regional/ Provincial TESD Plans	1- Institutional Development Plan Formulated/ Implemented	VSA/ Administrative Working Committee	1	100%			
MFO 2: Technical Education and Skills Development Services							
All Delivery Modes	2264- Number of Enrolees	VSA/ All Trainers	1143	50%			
	2038- Number of Graduates	VSA/ All Trainers	634	31%			
TESDA Technology Institution (TTI) Graduates	1861- Number of TTIs Trainees (Enrolees)	VSA/ All Trainers	783	42%			
	1817- Number of TTI Graduates	VSA/ All Trainers	313	17%			
	399 hrs- Average Number of Training Hours per Trainee	VSA/ All Trainers					
	882- Number of TTI Graduates Who Are Employed Six (6) Months After Completion of Training	VSA/ All Trainers/ MIS Focal	411	47%			
	84%- Percentage of TTI Graduates in Programs With Training Regulations Certified Within 5 Days After Graduation*	VSA/ All Trainers/ CAC Focal		91%			
	80%- Percentage of TTI Training Programs That Are Delivered Within One Month of the Original Plan	VSA/ All Trainers					
Institution-Based/ School-Based Program	1861- Number of Enrolees	VSA/ All Trainers	783	42%			
	1817- Number of Graduates	VSA/ All Trainers	313	17%			
	1817-Number of TTI Graduates Assessed	VSA/ CAC Focal	452	25%			
	1544-Number of TTI Graduates Certified	VSA/ CAC Focal	413	27%			
	Number of Employed Graduates	VSA/ All Trainers/ MIS Focal	363				
Community-Based Programs	403- Number of Enrolees	VSA/ All Trainers	360	89%			
	363- Number of Graduates	VSA/ All Trainers	321	88%			
	403-Number of Assessed (as applicable to those covered with TRs)	VSA/ CAC Focal	35	9%			
	342-Number of Certified (as applicable to those covered with TRs)	VSA/ CAC Focal	32	9%			
	Number of Employed Graduates Under Community-Based Programs	VSA/ All Trainers/ MIS Focal	48				
Special Training for Employment Program (STEP)	Number of STEP Enrolees	VSA/ All Trainers					
	Number of STEP Graduates	VSA/ All Trainers					
Bottom Up Budgetting (BUB)	Number of BUB Enrolees	VSA/ All Trainers	141				
	Number of BUB Graduates	VSA/ All Trainers	116				

Training for Work Scholarship Program (TWSP)	No. of TWSP Subsidized Enrollees	VSA/ All Trainers	138				
	No. of TWSP Subsidized Graduates	VSA/ All Trainers					
Staff Development Program	3-No. of TVET Trainers Upgraded (NC)	VSA/ HR/ Trainers Concerned					
	3-No. of TVET Trainers Upgraded (TM)	VSA/ HR/ Trainers Concerned	20				
	3- Non-Teaching Staff Training Trained	VSA/ Staff Concerned	10				
Curriculum	1-Curriculum Developed/ Revised/ Updated	VSA/ VIS/ Trainers Concerned					
Learning Materials	5- Competency-Based Learning Materials (CBLM) developed/ revised/ updated	VSA/ VIS/ Trainers Concerned					
MFO 3: Technical Education and Skills Regulatory Services							
UTPRAS	2- Higher Level Qualifications Registered	VSA/ UTPRAS Focal					
	3-Training Application Acted Upon within two (2) weeks	VSA/ UTPRAS Focal					
Competency Assessment and Certification for Skilled Workers	1817- Number of Assessed	VSA/ CAC Focal	1536	85%			
	1544- Number of Certified	VSA/ CAC Focal	1371	89%			
	1817- No. of skilled workers assessed for certification	VSA/ CAC Focal	1536	85%			
	90%- Percentage of TTI Graduates in Programs With TR Certified Within 5 Days After Graduation	VSA/Trainers/CAC Focal		89%			
Support to Operations							
QMS	2- QMs (with Procedures Manual/ Documented Processes) established/ sustained	VSA/ UTPRAS Focal	2	100%			
Partnership and Linkages	2- No. of Partnership and Linkages Implemented	VSA/ VIS	2	100%			
e-TESDA	12- e-TESDA Utilization Report Submitted	VSA/ Career Guidance	6	50%			
Career Guidance	1- Career Guidance Program Implemented	VSA/ Career Guidance	1	100%			
Library	20%-Library Holdings less than 5 years old	VSA/ Librarian					
Research	1 Technology Research conducted	VSA/ Trainers					
	1 Study on Employment of TVET Graduates conducted	VSA/ Employment In Charge					
Innovation	1 Innovation Program Recognized	VSA/ Trainers and Staff					
	1- Green Innovation Program Developed	VSA/ Focal Person					
Facilities Maintenance	Building, Facilities and Equipment Maintenance System (BFEMS) Implemented	VSA/ Utility Worker/ All Trainers and Staff					
IGP	3- No. of IGPs Implemented	VSA/ Project In	3	100%			
	2- Entrepreneurship Program Implemented	VSA/ Project In	1	50%			
Gender and Development	1 GAD Plan submitted	VSA/ GAD Focal	1	100%			
	1 GAD Annual Report submitted	VSA/ GAD Focal	1	100%			
PWD	1 PWD Action Plan approved	VSA/ PWD Focal	1	100%			
	5- No. of PWDs assisted	VSA/ PWD Focal					
APACC	APACC Certified	VSA/ All Employees					
Star Rating System	Star Rating System Established	VSA/ All Employees					
Advocacy and Communication	1 Communication Plan developed	VSA/ SMAP Focal					
	1 Press releases prepared and disseminated	VSA/ SMAP Focal	1	100%			
	1 Annual report (2016) submitted	VSA/ MIS Focal					
LMI-related activities	4 LMI Reports submitted and disseminated	VSA/ LMI In Charge					
Budget Call for offices/agencies with TESD related programs	1 Budget Proposal endorsed	VSA/ Finance Staff	1	100%			
OPCP/WFP Preparation	1 OPCP/WFP approved	VSA/ MIS Focal	1	100%			
Performance Accountability Reports	12 Monthly Performance Monitoring reports submitted	VSA/ MIS Focal	6	50%			
Citizen's Charter	1 ARTA semestral report submitted	VSA/ ARTA In Charge	2				

	1 Updated Transparency Seal posted	VSA/ Administrative Head					
	1 TESDA Website updated	VSA/ IT Personnel					
General Administration and Support Services (GASS)							
	1 Obligation Budget Utilization Report	VSA/ Accounting Personnel	528				
	1 Disbursement BUR	VSA/ Accounting Personnel	528				
	100% SALN of Staff submitted	VSA/ Administrative Head	24				
	12 Monthly SAOB Report submitted	VSA/ Accounting Personnel	6				
	4 Quarterly BFAR submitted	VSA/ Accounting Personnel	4				
	Cash Advances liquidated/settled within corresponding rate per account	VSA/ Accounting Personnel	13				
	12 Monthly Report of Actual Income	VSA/ Accounting Personnel	4				
	1-2016 Workforce Training and Development Plan prepared	VSA/ Administrative Head					
	1 Annual Procurement Plan prepared	VSA/ Supply Officer	1				
	Sub-Total (P'000) OPNS (MFOs)						
	Sub-Total (P'000) Other Priority Programs						
	Sub-Total (P'000) GASS						
	Sub-Total (P'000) STO						
TOTAL							
Final Average Rating							
Adjectival Rating							
Prepared and Submitted by:		Endorsed by:		Recommending Approval:		Approved by:	
 ENGR. LEE R. CATANE School / Training Center Administrator		DIR. EDGAR A. SALES Regional Director		ATTY. TEODORO C. PASCUA Cluster Deputy Director General		SECRETARY IRENE M. ISAAC Director General	
With comments/observations:							