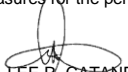


**Technical Education and Skills Development Authority
Strategic Performance Management System (SPMS)**

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, December 31, 2020.


LEE R. CATANE
Signature

Date: January 03, 2020

SD	P/A/P	Success Indicators (Targets + Measures)		Timeline	Allotted Budget (in P'000)	Division/Personnel Accountable	Accomplishments (as of _____)	Rating				Remarks (for validation purposes)
								Q	E	T	A	
Technical Education and Skills Development Policy Program												
5	TESD Policies and Plans	93%	% of stakeholders who rate policies/plans as good or better *	Monthly	20	Lee R. Catane-VSA II						
Technical Education and Skills Development Regulatory Program												
1,2,3,4,5	TVET Program Registration and Accreditation	3	Number of new programs registered (Full qualification by level)	Year Round	100	Juliet E. Tumale-UTPRAS Focal, Trainers Concerned						
1,2,3,4,5		100%	100% of registered TVET programs audited * (100% of the identified registered programs to be audited)	Year Round	30	Juliet E. Tumale-UTPRAS Focal, Trainers Concerned						
1,2,3,5		90%	90% compliance of TVET programs to TESDA, industry standards and requirements *	Year Round	80	Vergie A. Dela Torre-Industry Focal						
4	Partnerships and Linkages	60%	% of TVET programs with tie-ups to industry *	Year Round	100	Vergie A. Dela Torre-Industry Focal						
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						
1,2,3,4,5		3,982	Number of persons certified	Year Round	50	George C. Erat III-CAC Focal						
1,2,3,4,5		1,247	86% of TVET graduates that undergo assessment for certification *	Year Round	50	George C. Erat III-CAC Focal						
1,2,3,4,5		90%	92% of skilled workers issued with certification within seven (7) days of their application *	Year Round	20	George C. Erat III-CAC Focal						
Technical Education and Skills Development Programs												
1,2,3,4,5		2,058	Number of TTI enrollees	Year Round	380	Daphne D. Beniga-MIS Focal						
1,2,3,4,5		1,978	Number of TTI graduates *	Year Round	380	Daphne D. Beniga-MIS Focal						

1,2,3,4,5			75% graduates from technical education and skills development scholarship programs that are employed *	Year Round	220	Daphne D. Beniga-MIS Focal and All Trainers								
1,2,3,4	Scholarship Programs		Number of graduates from technical education and skills development scholarship programs *	Year Round		Vergie A. Dela Torre-Scholarship Focal								
1,2,3,4	Training for Work Scholarship Program (TWSP)		Number of TWSP subsidized enrollees	Year Round		Daphne D. Beniga-MIS Focal								
			Number of TWSP subsidized graduates	Year Round		Daphne D. Beniga-MIS Focal								
1,2,3,4	Institution-based Training Program	1,511	Number of enrollees	Year Round	150	Daphne D. Beniga-MIS Focal								
		1,450	Number of graduates	Year Round	150	Daphne D. Beniga-MIS Focal								
2,4	Enterprise-based/Apprenticeship Program	84	Number of enrollees	Monthly		Daphne D. Beniga-MIS Focal								
		81	Number of graduates	Monthly		Daphne D. Beniga-MIS Focal								
2,4	Community-based Training Program	463	Number of enrollees	Monthly	50	Daphne D. Beniga-MIS Focal, All Community-Based Trainers								
		447	Number of graduates	Monthly	50	Daphne D. Beniga-MIS Focal, All Community-Based Trainers								
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								
		1	Number of learning facilitators provided with skills upgrading	Year Round	6	Lee R. Catane-VSA Juliet E. Tumale-HR Designate								
2	Skills Training Program for Special Clients		Percent increased in the number of clients served											
		5	Drug Dependents	Year Round	15									
			Rebel Returnees	Year Round										
			Dependents of Killed-in-action (KIA)/Wounded-in-action	Year Round										
		10	Inmates and their Families	Year Round	15									
		100	Indigenous People and Cultural Communities	Year Round	15									
		10	Overseas Filipinos (OFs)	Year Round	10									
		10	Women	Year Round	10									
		5	PWD	Year Round	10									
		10	Senior Citizens	Year Round	15									
	Victims of disasters and calamities	Year Round												
	Build, Build, Build Program	2	Number of meetings attended	Year Round	5	Lee R. Catane-VSA II								
		3	Number of partnership forged	Year Round	5	Lee R. Catane-VSA II								
		1	Number of enterprises/contractors/DPWH projects	Year Round	5	Lee R. Catane-VSA II								
		4	Number of construction-related EGACE	Year Round	5									
		30	Number of enrolled	Year Round										
		30	Number of graduated	Year Round										
		30	Number of assessed	Year Round										
		30	Number of certified	Year Round										
		30	Number of employed graduates	Year Round	3									

Support to Operations															
6	Communication Program	1	Number of exhibits or jobs fair/s participated-in/conducted	Year Round	15	Vergie A. Dela Torre-JoLins Focal & PESO Officer									
		1	Number of advocacy/information campaign developed and rolled out	Year Round	15	Quimby Q. Clavicillas-SMAP Focal									
6	2018 Annual Report	1	2019 Annual Report prepared, submitted and disseminated	2nd Quarter	5	Quimby Q. Clavicillas-SMAP Focal									
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 and Marisa S. Jumalon									
			Ratio of men and women in TESD												
		1	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											
5,6	Information and Knowledge Management System	90%	Information Technology (IT) infrastructure	Year Round	30	Aryel P. Naranjo-IT Focal									
		2	Quality systems installed/maintained	Year Round	20	Juliet E. Tumale-QMS Manager									
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	17	Glenda G. Salavedra-ARTA Focal									
		90%	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process	Year Round	20	Glenda G. Salavedra-ARTA Focal									
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%	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									
General Administrative Support Services (GASS)															

5	Integrity Development Plan	100%	100% of Statement of Assets, Liabilities, and Net Worth (SALN) of all staff and officials submitted to oversight	January	10	All Staff c/o Juliet E. Tumale								
6	Strategic Performance Management System	1	2019 Office Performance Commitment and Review (OPCR) prepared and submitted	January	10	Daphne D. Beniga-Planning Focal								
		1	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT	December	10	Daphne D. Beniga-Planning Focal								
		30	IPCR 2019 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments	January	20	All Employees								
6		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								
		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 Vergie A. Dela Torre-VIS Designate								
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% 2nd quarter - 34% 3rd quarter - 25% 4th quarter - 25%	Quarterly		Marisa S. Jumalon-Financial Analyst								
		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% 4th quarter - 100%	Quarterly		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 not	Monthly	5	Marisa S. Jumalon-Financial Analyst							
		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	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							
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: <ul style="list-style-type: none"> - 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 <p>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</p>	Monthly	10	Marisa S. Jumalon-Financial Analyst							
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							
		4%	Quarterly reports submitted to oversight agencies every 5th day of the month following the reference quarter <ul style="list-style-type: none"> - 100% Settlement of Suspensions within the prescribed period (within 90 days) - Appeal on Notices of Disallowance submitted to 	Quarterly	10	Marisa S. Jumalon-Financial Analyst							
6	Learning and Development	1	Human Resource Development (HRD) Plan developed and implemented	1st Quarter	50	Juliet E. Tumale-HR Designate							

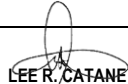
6	HRD Interventions (Capacity Building of Staff)	1	Career Development and Succession Plan implemented	Year Round	30	Juliet E. Tumale-HR Designate								
		1	Number of employees welfare and wellness programs implemented	Year Round	20	Juliet E. Tumale-HR Designate								
		1	Program on Awards and Incentives for Service Excellence (PRAISE) Guidelines revised/approved by	Year Round	30	Juliet E. Tumale-HR Designate								
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								
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								
5		1	- Agency's mandates and functions, names of its officials with their position and designation, and contact information.		10	Juliet E. Tumale-HR Designate								
5		1	- Approved budgets and corresponding targets immediately upon approval of 2019 GAA.		10	Marisa S. Jumalon-Financial Analyst								
		1	- Annual Procurement Plan (APP) for Common used Supplies and Equipments (CSE) and non-CSE		70	Peter Jim A. Amboang-Supply Officer								
		1	- Posting of contracts awarded and the name of contractors/suppliers/consultant - every procurement activity		20	Peter Jim A. Amboang-Supply Officer								

		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 legal 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						
		2	- Status report on the COA findings and recommendations		34	Marisa S. Jumalon-Financial Analyst						

Final Average Rating

Adjectival Rating

Submitted by:


LEE R. CATANE
 Operating Unit Head

Validated by:

MARIGOLD CHERIE R. GARRIDO
 Planning Office

Validated by:

KOTIE R. BAX
 PMT Chair

Approved by:

TARHATA S. MAPANDI, CESE
 Regional Director

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