

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

**OPCR Form 1**

**OFFICE PERFORMANCE COMMITMENT PLAN**

I, ISRAFEL L. MANGUI, Vocational School Administrator of SIMEON SUAN VOCATIONAL & TECHNICAL COLLEGE 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 2020.

<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	Division/ Individual Accountable	Accomplishments	Self-Rating	Validated Rating	Remarks (for validation purposes)
<b>MFO 1: TESD Policy Services</b>							
<b>Formulation of TESD Policies</b>	<b>One (1)</b> - Institutional Devt Plan prepared/updated	2,000.00	VSA/VIS/EXEC. COM.	1	5	5	
<b>MFO 2: TESD Services</b>							
<b>TESDA Technology Institutions (TTIs) Graduates</b>	<b>872</b> Trainees Enrolled (CBT/STEP/ TWSP/UAQTEA/RCEF,etc)	125,000.00	Registrar/Trainers	2889	5	5	
	<b>785</b> Trainees Graduated		Registrar/Trainers	2541	5	5	
	<b>401</b> Candidates Assessed		CAC Focal/Assessors	2263	5	5	
	<b>345</b> Candidates Certified		CAC Focal/Assessors	2107	5	5	
	<b>75%</b> Graduates are employed six (6) months after completion of training	30,000.00	Employment Focal	461.60%	5	5	
	<b>345</b> graduates in programs with training regulations certified within 5 days after graduation		CAC Focal/Assessors	2541	5	5	

	80% of training programs are delivered within one month of the original plan		VSA/VIS/Registrar	100%	5	5	
<b>Institution-based Programs</b>	Training Calendar/Schedule submitted to RO -1		VSA/VIS/Registrar	1	5	5	
	Enrolees - <b>485</b>	75,000.00	Registrar/Trainers	1158	5	5	
	Graduates- <b>467</b>			1128	5	5	
<b>Enterprise-based/Apprentic</b>	Enrolees - <b>45</b>	15,000.00	Registrar/DTP-DTS Coordinator				
	Graduates - <b>43</b>						
<b>Community based-Programs</b>	Enrolees - <b>349</b>	50,000.00	VSA/VIS/Registrar/Trainers	1627	5	5	
	Graduates - <b>335</b>			1383	5	5	
<b>Special Training for Employment</b>	Enrolees - <b>70</b>		VSA/VIS/Registrar/Trainers	100	5	5	
	Graduates - <b>65</b>			100	5	5	
<b>Training for Work Scholarship</b>	TWSP subsidized enrolees - <b>150</b>		VSA/VIS/Registrar/Trainers	273	5	5	
	TWSP subsidized graduates - <b>143</b>			208	5	5	
<b>RA 10931(UAQTEA)</b>	Enrolees - <b>350</b>		VSA/VIS/Registrar/Trainers	326	5	5	
	Graduates - <b>333</b>			428	5	5	
<b>RCEF/RESP</b>	Enrolees- <b>300</b>		VSA/VIS/Registrar/Trainers	475	5	5	
	Graduates- <b>285</b>			375	5	5	
<b>MFO 3: TESD Regulation Services</b>							
<b>Program Registration</b>	Number of new programs registered (Agriculture and Fisheries and Forestry)		UTPRAS Focal	1	5	5	
	Number of new programs registered (Construction/General Infrastructure)						
	Number of new programs registered (Language Skills) - 1			1	5	5	
	Number of new DTS programs registered*- 2	20,000.00	DTP-DTS Coordinator				

	APACC accreditation* - 1		APACC Focal				
<b>Application for Quality Awards</b>	Number of programs applied for STAR rating- 2	50,000.00	VSA/VIS/Trainers	8	5	5	
	Number of programs accredited (STAR) -1						
	80% of programs application for STAR rating validated			100%	5	5	
<b>Implementation of PQF Level 4 and 5 programs</b>	Number of Diploma programs registered/recognized -1	20,000.00	UTPRAS Focal				
	30% of PQF Level 5 graduates employed thru job facilitation strategies						
	One monitoring report on employed graduates of PQF Level 5						
<b>Blended Learning Delivery System Learning Delivery Systems</b>	One new blended online program registered			2	5	5	
	One learning delivery system implemented			1	5	5	
<b>Training Implementation Report of Training Calendars</b>	4 -Quarterly Training Implementation Report submitted as scheduled	5,000.00	Registrar	4	5	5	
<b>Library Holdings</b>	20% of Library Holdings updated	40,000.00	Des. Librarian	20%	5	5	
<b>Career Guidance and Advocacy Program</b>	Number of clients profiled -485		Registrar/ Career Guidance Staff	3089	5	5	
	Number of Career Orientations conducted -2	30,000.00	Registrar/ Career Guidance Staff	12	5	5	
	Number of Students who attended Career Orientation -485		Registrar/ Career Guidance Staff	3089	5	5	

	Number of Career Talks conducted -1	30,000.00	Registrar/ Career Guidance Staff	21	5	5	
	Number of Students who attended Career Talks-485		Registrar/ Career Guidance Staff	3089	5	5	

	Number of Students provided with career advice - <b>485</b>		Registrar/ Career Guidance Staff	3089	5	5	
<b>Blue Desk Platform</b>	Number of Client referred for job vacancies/opportunities - <b>307</b>		Employment Focal	110	3	3	
	Number of client referred for available scholarship slots - <b>25</b>		Registrar	1085	5	5	
<b>Guidance and Training for Employment Platform</b>	Number of entrepreneurship training programs conducted- <b>4</b>		Entrep Trainers	17	5	5	
	Number of participants in enterpreneurship training programs- <b>100</b>		Entrep Trainers	395	5	5	
	Number of participants in Job Induction Program (JIP) using S2S Academy Module- <b>467</b>		Employment Focal	0			
<b>Networking and Linkaging Platform</b>	Number of partnership agreements forged with partners/employers for employment of graduates - <b>2</b>	10,000.00	VSA/VIS/Employment Focal	0			
	Number of partnership agreements forged with for dual training, apprenticeship program and other enterprise-based modalities - <b>2</b>		VSA/VIS/Employment Focal	0			
<b>Drug Abuse Prevention and Post-Rehabilitation Programs</b>	Number of trainees oriented on Drug Abuse Prevention and Control through the TIP- <b>485</b>	5,000.00	Trainers	1948	5	5	

	Number of activities conducted in observance of Drug Abuse and Control Week - <b>1</b>		Trainers	1	5	5	
<b>Updating of CLM/CBC</b>	Title of CLMs/CBCs updated indicating the updated portion- <b>2</b>	10,000.00	VIS/Trainers	10	5	5	
<b>Updating of CBLMs</b>	Title of CBLMs updated indicating the updated portion - <b>2</b>		VIS/Trainers				

<b>Establishment of Training Packages Development Committee (TPDC)</b>	Training Packages Development Committee (TPDC) established -1		VSA/VIS	1	5	5	
<b>Trainers Skills Upgrading Program</b>	Number of learning facilitators trained in TM I - 50	11,000.00	Registrar/TM Trainers	40	3	3	
	Number of TTI trainers provided industry immersion (atleast 25% of TTI learning facilitators) - 8	38,000.00	VSA/VIS/AO	1	1	1	
	Number of TTI trainers provided institution-based skills upgrading program - 8	38,000.00	VSA/VIS/AO	103	5	5	
	Number of learning facilitators trained in higher qualifications- 8	38,000.00	VSA/VIS/AO	8	5	5	
	Multipliers training conducted - 1		Trainers	1	5	5	
<b>21st Century Skills (4IR)</b>	Number of trainers on 21st century skills trained- 8	38,000.00	VSA/VIS/AO	8	5	5	
	21st Century Skills integrated in all TTI programs -1		Trainers	1	5	5	
<b>Trainers Methodology Training in TM Level II competencies</b>	Number of TTI trainers trained in TM Level II competency/ies - 1	10,000.00	Trainers	5	5	5	

<b>Non-teaching staff capability building programs</b>	Number of TTI non-teaching staff trained -3	30,000.00	VSA/VIS/AO	15	5	5	
<b>Establishment of a Quality Management System (QMS)</b>	Quality Awards Committee established - 1		VSA/VIS/AO	1	5	5	

<b>Research and Development</b>	Number of researches conducted* - 2	40,000.00		2	5	5	
<b>Evaluation and endorsement of researches and studies to National TVET Research Agenda (NTRA)</b>	Number of research evaluated and endorsed to NTRA -1		VSA/VIS/Trainers	2	5	5	
<b>Publication of NTRA</b>	At least 1 research proposal endorsed for funding under NTRA-1			1	5	5	
<b>Promotion of Research Culture</b>	Number of Research Team established - 1			1	5	5	
<b>Partnership with other Institution</b>	Number of program/activity conducted in partnership with other institutions -1	20,000.00	VSA/VIS/Trainers	6	5	5	
<b>OTHERS</b>							
<b>Performance Monitoring Report</b>	Monthly performance monitoring report submitted to CO every 3rd working day after the reference month -12		IT Focal	12	5	5	
<b>Gender and Development</b>	2022 GAD Plan and Budget and 2020 GAD Accomplishment Report of Regional Offices prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of April 2021 - 2	56,000.00	GAD Focal	2	5	5	

<b>Citizens Charter/Anti-Red Tape Act (ARTA) Implementation</b>	Semestral reports both for ARTA implementation and citizens feedback results submitted to HRMD not later than the 30th day following the reference semester - 2		Registrar/ Accountant/BO/AO/ VSA/	2	5	5	
<b>General Administrative Support Services (GASS)</b>	<b>Finance and Administrative Services</b>						

<b>Establishment of Building, Facility, Equipment Maintenance System</b>	Building, Facility, Equipment Maintenance System (BFEMS) Committee re-activated/created- <b>1</b>		VSA/VIS/AO	1	5	5	
	BFEMS Report submitted quarterly - <b>4</b>		BFEMS Committee	4	5	5	
<b>IGP/SSP Monitoring</b>	IGP/SSP Report submitted - <b>1</b>			1	5	5	
<b>Integrity Development Plan</b>	<b>100%</b> of SALN of all staff submitted to oversight agencies by 30 April 2021			100%	5	5	
<b>Strategic Performance Management System</b>	2020 OPCR submitted to Office PMT - <b>1</b>			2	5	5	
	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT - <b>1</b>			2	5	5	
	IPCR 2020 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments - <b>1</b>			1	5	5	


	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 2021 for the second semester (with annual IPCR rating) - <b>2</b>			2	5	5	
	Summary of IPCR ratings submitted to oversight agencies within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)- <b>1</b>			2	5	5	

<b>Financial Management (Fund Utilization)</b>	Notice of Transfer of Allotment (NTA) 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%			400%	5	5	
	Monthly Statement of Appropriations, Allotment, Obligations and Balances (SAAOB) report using the FAR no. 1 template submitted to Regional Office not later than the 10th working day after the reference month - <b>12</b>			12	5	5	
	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to RO/oversight agencies not later than the 23th day after the reference quarter- <b>4</b>			4	5	5	
	Monthly report of actual income submitted to RO/oversight agencies not later than the 3rd working day of the month following the reference month - <b>12</b>			12	5	5	
<b>Financial Accountability</b>	Cash Advances liquidated / settled within the prescribed period and submitted the following accounts to RO/oversight agencies not later than the 12th 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			12	5	5	



	Report on the status of the account submitted to RO/oversight agencies not later than the 1st working day following the reference month - 12 - Account 148 (Advances to officials and employees)			12	5	5	
<b>Compliance to COA Observations</b>	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) - 4			4	5	5	
	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)			4	5	5	
<b>HRD Interventions (Capacity Building of Staff)</b>	Programs for 2020 under the Workforce Training and Investment Plan implemented by end of December 2020			1	5	5	
	Training opportunities to 80% of staff provided by end of the year	150,000.00		100%	5	5	
<b>TESDA Green Program Implementation</b>	List of Green TVET Programs/Activities conducted (including Green Campuses, Green Facilities, Green Curriculum, Green Learning Materials) - 1	110,000.00		2	5	5	

<b>Transparency Seal Compliance</b>	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:	20,000.00		100%	5	5	
	- Agency's mandates and functions, names of its officials with their position and designation, and contact information.			1	5	5	
	- Approved budgets and corresponding targets immediately upon approval of 2020 GAA.			1	5	5	
	- Modifications made pursuant to the general and special provisions in GAA 2020						
	- Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants - every end of quarter						
	- Major program and projects categorized in accordance with the 5 KRAs under EO 43, s. 2011 and their target beneficiaries						
	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.						
	- Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014						
	- 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						
	- System Ranking of Delivery Units and Individuals						

	- Quality Management System Certified by international certifying body or Agency Operations Manual						
	- Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: • Pending Cases • Released Decision • Cases with Entry Judgement						
	- Net Worth of Officials, as required under CSC Republic Act No. 6713						
	- COA Annual Audit Report						
<b>TOTAL BUDGET (MOOE)</b>		<b>1,116,000.00</b>			<b>412</b>	<b>412</b>	
					<b>4.90</b>	<b>4.90</b>	
Submitted by			Validated by:		Approved by:		
							
<b>ISRAFEL L. MANGUI</b>			<b>JOEL M. PILOTIN</b>		<b>Engr. MANUEL B. WONG, CESO IV</b>		
Unit Head			Provincial Director		Regional Director		