

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

OPCR Form 1

OFFICE PERFORMANCE COMMITMENT PLAN

I, NESTOR I.REYES, Head 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 2016.

RATING SCALE	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 (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
MFO 1: TESD Policy Services							
	# of IDP updated - 1	6,000.00	VIS/REG				
	Research per sector conducted - 1	6,000.00	APACC/RESEARCH				
MFO 2: TESD Services							
	792 Trainees Enrolled	491,000.00	Registrar				
	713 Trainees Graduates		Registrar				
	713 Candidates Assessed	50,000.00	Admin/VIS				
	599 Candidates Certified		Assessment Focal				
	Average number of training hours per trainee is 244.88 hours						
	356 graduates are employed six (6) months after completion of training	50,000.00	Employment Section				
	90% of training applications acted upon within two (2) weeks						
	84% of graduates in programs with training regulations certified within 5 days after graduation						
	80% of training programs are delivered within one month of the original plan						
Community based-Programs	250 Enrolees	50,000.00	VIS/ REG	12			
	238 Graduates		VIS/ REG	12			
Special Training for Employment Program (STEP)	175 Enrolees		VIS/ REG				
	166 Graduates		VIS/ REG				
Bottom-Up-Budgeting (BUB)	150 Enrolees		VIS/ REG				
	140 Graduates		VIS/ REG				
Training for Work Scholarship Program (TWSP)	100 TWSP subsidized enrolees		VIS/ REG				
	95 TWSP subsidized graduates		VIS/ REG				

MFO P/A/P	Success Indicators (Targets + Measures)	Alloted Budget	Division/ Individual Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
<i>Trainers Development</i>	50 TVET Trainers trained TM		VIS/ REG				
	1 Trainers Upgraded NC	15,000.00	REG/IT FOCAL				
	3 TVET Trainers provided with skills upgrading TM	15,000.00	VIS/ REG	26			
<i>Career Guidance Advocacy Program (CGAP)</i>	Career Guidance Program Implemented						
	1500 Number of TVET clients extended with career guidance services consistent with the Career Guidance Advocacy	20,000.00					
	792 Number of persons profiled (YP45C/NCAE)	20,000.00					
MFO 3: TESD Regulation Services							
<i>Program Registration and Accreditation</i>	Curriculum Developed/Revised/Updated (Housekeeping NC II)	30,000.00					
	Higher Level Qualification Registered/UTPRAS Requirement Complied - 1	56,000.00					
	Competency-Based Learning Materials (CBLM) developed/Revised/Updated - 3	30,000.00					
	CLM, CBC, CBLM for Higher Level DAC Qualification Developed - 1 Welding NC III	20,000.00					
	Innovation Program Recognized - 1	15,000.00					
	APACC recommendations complied	250,000.00	APACC CHAIR				
	Star Rating System	20,000.00					
	Facilities, Procedures Systems, and Information Required in the STAR Rating System Criteria Prepared - 1	40,000.00					
	QMS (with Procedures Manual/Documented Processes) - Updated	20,000.00					
Support to Operations (STO)							
<i>Library Holdings</i>	20% must be less than 5 years old	15,000.00					
<i>Partnership and Linkages</i>	3 new partnerships forged	5,000.00					
	2016 Plan for PWDs and 2015 Accomplishment Report						
	No. of Person with Disability (PWDs) Assisted	25,000.00	GAD FOCAL				
Performance Accountability Reports	Monthly performance monitoring report submitted to CO every 3rd working day after the reference month - 12	20,000.00	ADMIN				
	Quarterly Performance Report submitted to DBM		ADMIN				
<i>2015 Annual Report</i>	2015 Annual Report submitted to Planning Office by end of March 2016 -1		PO/REG				
<i>Gender and Development</i>	2016 GAD Accomplishment Report and 2018 GAD Plan and Budget submitted to TWC by end of December 2016 - 2	80,000.00	GAD FOCAL				
<i>Citizens Charter/Anti-Red Tape Act (ARTA) Implementation</i>	Semestral reports both for ARTA implementation and citizens feedback results submitted to HRMD not later than the 30th day following the reference semester -2		PO/REG				
	No. of IGPs Implemented - 2						
	Entrepreneurship Program Implemented- integrated to curriculum						
General Administrative Support Services							

MFO P/A/P	Success Indicators (Targets + Measures)	Alloted Budget	Division/ Individual Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
<i>Building, Facilities and Equipment</i>	Building Facilities and Equipment Maintenance System (BFEMS) Implemented	50,000.00	ADMIN				
	Tools and Equipment for Higher Level DAC Qualification Upgraded	60,000.00	ADMIN				
Integrity Development Plan	100% of SALN of all staff submitted to HRMD end of April 2016		ADMIN				
	IPCR 2016 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments		ADMIN				
	IPCR Accomplishment submitted to the Office PMT on the 4th week of August for the 1st Semester (evaluation with Summary of IPCR ratings submitted to HRMD by end of March 2016		ADMIN				
e-TESDA	e-TESDA Utilization Report Submitted	10,000.00	ADMIN				
	Green Innovation Program Developed - 1	80,000.00					
Financial Management (Fund Utilization)	Allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP 2011-2016 (where Obligation BUR=total obligation/total allotment)						
	NCA for priority P/A/P and commitments of the Department under the PLEP 2011-2016 utilized 100% (where Disbursement BUR = NCA/Obligation)						
	Monthly SAOB report submitted to FMS not later than the 5th WD after the reference month		ADMIN				
<i>Financial Management (Fund accountability)</i>	Cash advances liquidated / settled within the corresponding rate per selected account and within the prescribed period for		ADMIN				
	Reports on the status of the following accounts submitted monthly to FMS not later than the 1st WD following the reference month - Account 138 (due from LGUs) - Account 139						
	Monthly report of actual income submitted to FMS not later than 1st working day after the reference month						
	Status report on 100% compliance on actions taken on COA recommendations submitted to IAS every 1st and 3rd quarters of every 15th day of the ensuing month of the reference						
<i>HRD Interventions</i>	Reports on Filling-up of 80% vacant position by end of December 2015 and submit to HRDS-DOLE for information by end of January 2016	40,000.00					
	No. of Personnel Trained on Training Management Cycle (TMC) 1	12,000.00					
	No. of Trainers trained in Contextual Learning atrix (CLM) - 5	24,000.00					
	Non-Teaching Staff Training - 5	34,000.00	ADMIN				
	Higher Level DAC Qualification's Workshop for the Installation of the Tools and Equipment to be purchased prepared	20,000.00					
	Moderation Workshop on Intervention on CenTex 23 Attended						
HRD Interventions (Capacity Building of Staff)	Copy of 2016 Workforce Training and Development Plan submitted to HRMD by end of March 2016						
	Report of training programs provided to 80% of officials and employees submitted to HRMD by end of June 2016 and end of						

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Transparency Seal Compliance	Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2016 GAA:						
	- Agency mandate and functions, names of its officials with their position and designation, and contact information.						
	- Physical Accountability Reports (PARs) as required under NBC No. 507 and 507-A date Jan 31, 2007 and Jun 12, 2007,						
	- Approved budgets and corresponding targets immediately upon approval of 2016 GAA.						
	- Major program and projects categorized in accordance with the 5 KRAs under EO 43 s 2011						
	- Programs/projects beneficiaries as identified in the applicable special provisions - every end of quarter						
	- Status of implementation of said programs/projects and						