

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

**OPCR Form 1**

**OFFICE PERFORMANCE COMMITMENT PLAN**

I, ANTONIO G. CALIBOD, Vocational School Administrator III 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 2018.

<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 (as Of Dec. 2018)	Self- Rating	Validated Rating	Remarks (for validation purposes)
<b>MFO 1: TESD Policy Services</b>							
<i>Formulation of TESD Policies</i>	Institutional Devt Plan -1	5,000.00	VIS/REG	1			
		25,000.00	VSA/VIS				
		8000.00	VSA/VIS				
<b>MFO 2: TESD Services</b>							
<i>TESDA Technology Institutions (TTIs)</i>	1407 Trainees Enrolled (CBT/STEP/TWSP/UNIFAST)	457,500.00	Registrar	4171			
	1222 Trainees Graduates		Registrar	3997			
	792 Candidates Assessed		Admin/assessment Focal	870			
	673 Candidates Certified		Admin/assessment Focal	812			

	Average number of training hours per trainee is 100 hours		VSA/VIS	100			
	795 Graduates are employed six (6) months after completion of training	70,080.00	VSA/VIS	354			
	graduates in programs with training regulations certified within 5 days after graduation - 673		VSA/VIS	812			
	80% of training programs are delivered within one month of the original plan		VSA/VIS	100%			
	Training Calendar submitted to RO -1			2			
<i>Institution-based Programs</i>	Enrolees - 880			1095			
	Graduates- 792			933			
<i>Enterprise-based/Apprenticeship</i>	Enrolees -50	13,000.00	VSA/VIS	13			
	Graduates - 45			13			
<i>Community based-Programs</i>	Enrolees -477	15,470.00	VSA/VIS	3076			
	Graduates - 430			3051			
<i>Training Cum Production (Rehab/DemoFarm)</i>	Enrolees - 360			129			
	Graduates - 325			129			
<i>Special Training for Employment Program</i>	Enrolees - 40			43			
	Graduates - 36			43			
<i>Training for Work Scholarship Program</i>	TWSP subsidized enrolees -82		VSA/VIS	389			
	TWSP subsidized graduates -74			400			
<i>RA 10931(UAQTEA)</i>	Enrolees - 475			120			
	Graduates - 470			20			
<i>Trainers Development</i>	TVET Trainers trained - 4	30,000.00	VSA/AO	32			
	Skills Upgrading - 3	30,000.00		32			
	Industry Immersion - 6	40,000.00		7			
	Others (Staff Dev't. Training - Non Teaching) -8	30,000.00		14			

<i>Career Guidance Advocacy Program (CGAP)</i>	# of assessors re-accredited - 4	15,000.00		5			
	Number of TVET clients provided with career guidance services consistent with the Career Guidance Advocacy Program (CGAP) -1000	10,000.00		3189			
	Number of persons profiled (YP4SC/NCAE)- 1407	9,200.00	IT Focal/Guidance Counselor	3590			
<b>MFO 3: TESD Regulation Services</b>							
<i>Program Registration and Accreditation</i>	New programs registered - under Construction Sector - 2			2			
	Under Agri-Fishery Sector - 2			1			
	APACC Accreditation -1			1			
	No. of Researches conducted - 2						
	Quality Manual Updated - 1				1		
	APACC/STAR Rating recommendations complied	100,000.00	VSA/VIS / Instructors	100% complied			
<i>Competency Assessment and Certification of Skilled Workers</i>	Skilled persons assessed for certification -10		Assessment Focal				
	SkillsCompetition	10,000.00	Instructors	1			
<i>Special Programs for: PWD/Women (GAD)/IPs/Senior Citizens / OFW</i>	<i>PWD -5/ Women (GAD) 25/IPs-10/ Senior Citizens-5/ OFW-5</i>	57,500.00	GAD Focal	1			
<b>Support to Operations (STO)</b>							
	No. of flyers/leaflets/newsletter/ handbooks distributed - 1000	2,200.00	Registrar's Office	4171			
<i>Partnership and Linkages</i>	new DTP/DTS partnerships forged with MOA - 2			1			
	No. of new projects developed and implemented with partners- 1			1			
<i>Communication Program</i>	At least 1 newsletter issued every quarter -		/Publication staffers	1			

	1 radio announcement every week		Ms. Andoyo /Barredo	1			
	monthly activities uploaded to SSVTC website		IT Focal	100%			
<i>PWDs Program</i>	2018 Plan for PWDs and 2017 Accomplishment Report		GAD Focal	1			
<b>Performance Accountability Reports</b>	Monthly Performance Monitoring Report submitted every 5th working day after the reference month - 12	18,000.00	Registrar/ Accountant/BO/AO /VSA/	12			
	Quarterly Performance Report submitted to DBM - 4		AO/Budget Officer/VSA	4			
2017 Annual Report	2017 Annual Report submitted to Planning Office by end of March 2018		Planning Focal/VSA	1			
Gender and Development	2018 GAD Accomplishment Report and 2019 GAD Plan and Budget submitted to TWC by end of December 2018 - 2		GAD Focal	1			
Establishment of a Quality Management System (QMS)	QMS Manual Updated			1			
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Semestral reports both for ARTA implementation and citizens feedback results submitted to HRMD not later than the 30th day following the reference semester - 2		AO/VIS/VSA	12 - monthly reports			
<b>General Administrative Support Services (GASS)</b>	Finance and Administrative Services	208,050.00	ADMIN OFFICE				
Integrity Development Plan	100% of SALN of all staff submitted to HRMD end of April 2018			100%			

	IPCR 2018 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments			100%			
	IPCR Accomplishment submitted to the Office PMT on the 4th week of August for the 1st Semester (evaluation with preliminary rating) and 2nd week of Feb for the 2nd semester (with annual IPCR rating)			100%			
	Summary of IPCR ratings submitted to HRMD by end of March 2018			100%			
Financial Management (Fund Utilization)	Allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP 2013-2018 (where Obligation BUR=total obligation/total allotment) utilized 100% -1st quarter- 20%; -2nd quarter - 30%; -3rd quarter - 25%; -4th quarter - 25%			100%			
	NCA for priority P/A/P and commitments of the Department under the PLEP 2013-2018 utilized 100% (where Disbursement BUR = NCA/Obligation)			100%			
	Monthly SAOB report submitted to FMS not later than the 5th WD after the reference month			12			
	Quarterly BFAR submitted to FMS not later than the 5th WD after the reference quarter			4			

Financial Management (Funds Accountability)	Cash advances liquidated / settled within the corresponding rate per selected account and within the prescribed period for the following accounts: - Account 148 (Cash advances to officials and employees ) by 80% for prior years and current year - Account 104 (Petty Cash Fund) by 100%			100%			
	<p>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 (due from NGOs/POs) - Account 148 (Advances to officials and employees)</p> <p>Monthly report of actual income submitted to FMS not later than 1st working day after the reference month</p>			12			

	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 quarter or on April 15, 2018 and October 15, 2018, respectively: - Audit Observation Memorandum - Notice of Suspension - Notice of Disallowance - Notice of Charge - Annual Audit Report/ Management Letter			100%			
<i>HRD Interventions</i>	Reports on Filling-up of 80% vacant position by end of December 2018 and submit to HRDS-DOLE for information by end of January 2019			100%			
HRD Interventions (Capacity Building of Staff)	Copy of 2018 Workforce Training and Development Plan submitted to HRMD by end of March 2017			100%			
	Report of training programs provided to 80% of officials and employees submitted to HRMD by end of June 2018 and end of December 2018			100%			
<i>Green Our DOLE Program (GODP)</i>	Updated Citizen's Charter GODP Plan 2018 submitted to AS by end of February 2018			100%			
	Annual Accomplishment Report submitted to AS by first week of January 2019			1			

	Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2018 GAA:						
	Programs / Project beneficiaries as identified in special provisions in the Agency Budget			100%			
	For STEP						
	>Name of communities that participated and number of training-beneficiaries;			100%			
	>Type of training conducted, equipment and/or supplies purchased and other related information;			100%			
	> Name and address of training-beneficiaries.			100%			
	- Agency mandate and functions, names of its officials with their position and designation, and contact information.			100%			
	- Physical Accountability Reports (PARs) as required under NBC No. 507 and 507-A date Jan 31, 2007 and Jun 12, 2007, respectively; FARs as required under COA-DBM Joint Circular no. 2013-1 dated Mar 1, 2013 and such other guidelines as may be issued by the DBM			100%			
	- Approved budgets and corresponding targets immediately upon approval of 2018 GAA.			100%			
	- Major program and projects categorized in accordance with the 5 KRAs under EO 43 s 2011			100%			



	- Programs/projects beneficiaries as identified in the applicable special provisions - every end of quarter			100%			
	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.			100%			
	- Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants - every end of quarter			100%			
	PhilGEPS Posting of all invitations to bid, notices of award,etc			100%			
<b>TOTAL BUDGET (MOOE)</b>		<b>1,154,000.00</b>					
Submitted by		Validated by:		Approved by:			
<b>ANTONIO G. CALIBOD</b> Unit Head		<b>EDWIN T. ANDOYO, CESO IV</b> Provincial Director		<b>GAMALIEL B. VICENTE JR.,</b> CESE/CSEE/ASEAN Eng Regional Director			