

Technical Education and Skills Development Authority - IVB (MIMAROPA)
Strategic Performance Management System (SPMS)

OFFICE PERFORMANCE COMMITMENT AND REVIEW OPCR)

I, **ELVEEN M. MONDOÑEDO**, OIC-Vocational School Administrator III of SSVTC, TESDA IV - B (MIMAROPA) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December , 2016.



Signature

January 05, 2017

Date

Reviewed by:	Date	Approved By:	Date
EDWIN T. ANDOYO, CESO IV		EDWIN T. ANDOYO, CESO IV	
Immediate Supervisor		Head of Office	

Output	Success Indicator (Target + Measure)	Actual Accomplishments	Self-Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
MFO I							
Strategic Priority							
	100% IDP updated of this school no revision as scheduled	100% IDP updated of this school no revision as scheduled	5	5	5	5.00	
	Research per sector conducted - 1 100% acceptable as scheduled	Research per sector conducted - 5 for SMAW.	5	5	5	5.00	
MFO 2: TESD Services	792 Trainees Enrolled	1253 Trainees enrolled and finished their program on time	5	5	5	5.00	
	713 Trainees Graduates target for 1 year	1071 Trainees graduates for 1st Semester w/ 100% competent on time	5	5	5	5.00	
	713 Candidates Assessed target for 1 year	985 Candidates Assessed for this Semester 100% completed as scheduled	5	5	5	5.00	

	599 Candidates Certified target for 1 year	905 Candidates Certified w/ 100% passed on scheduled	5	5	5	5.00	
	356 graduates are employed six (6) months after completion of training	436 graduates are employed six months after completion of training	5	5	5	5.00	
	90% of training applications acted upon within two (2) weeks	95% of training applications acted upon within two (2) weeks	5	5	5	5.00	
	84% of graduates in programs with training regulations certified within 5 days after graduation	95% of graduates in programs with training regulations certified within 5 days after graduation	5	5	5	5.00	
	80% of training programs are delivered within one month of the original plan	100% of training programs are delivered within one month of the original plan	5	5	5	5.00	

<i>Community based-Programs</i>	250 Enrolees Target for 1 year	2ND SEM TARGET after reg trng 971 enrolees accomplished	5	5	5	5.00	
	238 Graduates Target for 1 year	with 941 graduates	5	5	5	5.00	
<i>Special Training for Employment Program (STEP)</i>	175 Enrolees Target for 1 year	with 191 enrolees	5	5	5	5.00	
	166 Graduates Target for 1 year	with 162 graduates	4	4	4	4.00	
<i>Bottom-Up-Budgeting (BUB)</i>	150 Enrolees Target for 1 year	with 36 enrolees only	1	1	1	1.00	
	140 Graduates Target for 1 year	with 36 graduates only	3	1	5	3.00	
<i>Training for Work Scholarship Program (TWSP)</i>	100 TWSP subsidized enrolees Target for 1 year	with 100 subsidized enrolees	5	5	5	5.00	
	95 TWSP subsidized graduates Target for 1 year	with 99 subsidized graduates	5	5	5	5.00	
<i>Trainers</i>	50 TVET Trainers trained TM Target for 1 year	72 TVET Trainers trained TM 100% completed as scheduled	5	5	5	5.00	
	1 Trainers Upgraded NC Target for 1 year	2 Trainers Upgraded NC on scheduled	5	5	5	5.00	

<i>Development</i>	3 TVET Trainers provided with skills upgrading™ Target for 1 year	10 TVET Trainers provided with skills upgrading™ 100% accomplished as schedules	5	5	5	5.00	
	1500 Number of TVET clients extended with career guidance services consistent with the Career Guidance Advocacy Program (CGAP)	2305 Number of TVET clients extended with career guidance services consistent with the Career Guidance Advocacy Program (CGAP) w/ Very Satisfactory feedback on time	5	5	5	5.00	
	792 Number of persons profiled (YP4SC/NCAE)	1065 Number of persons profiled (YP4SC/NCAE)	5	5	5	5.00	
MFO 3: TESD Regulation Services							
<i>Program Registration and Accreditation</i>	Curriculum Developed/Revised/Updated (Housekeeping NC II)	2 Curriculum Developed/Revised/Updated (Housekeeping NC II & FBS NC II)	5	5	5	5.00	
	Competency-Based Learning Materials (CBLM) developed/Revised/Updated - 3	Updated 2 CBLM - HK & FBS on time	5	5	5	5.00	
	CLM, CBC, CBLM for Higher Level DAC Qualification Developed - 1 Welding NC III	1 CBLM - SMAW - upgaded to higher level on time	5	4	5	4.67	
	Innovation Program Recognized - 1	Automatic Oxy-acetylene gas pipe cutting machine & Tungsten Electrode sharpening holder (made from recycled materials) for welding use	5	5	5	5.00	
	APACC recommendations complied	Improvement of Facilities & Documentation on Process	5	3	3	3.67	
	Star Rating System	2 STAR RATING Awarded to SMAW	5	5	5	5.00	

Support to Operations (STO)							
Partnership and Linkages	3 new partnerships forged	10 Linkages with MOA for employment and OJT	5	5	5	5.00	
	2016 Plan for PWDs and 2015 Accomplishment Report	100% 2016 Plan for PWD w/ accomplishment report submitted on time.	5	5	5	5.00	
	5 Persons with Disability (PWDs) Assisted	12 Persons with Disability (PWDs) 100% Assisted on scheduled	5	5	5	5.00	
Performance Accountability Reports	Monthly performance monitoring report submitted to CO every 3rd working day after the reference month - 6	Prepared Monthly performance monitoring report and submitted to CO every 2nd working day after the reference month - 6	5	5	5	5.00	
	Quarterly Performance Report submitted to DBM	1st and 2nd qtr report submitted on scheduled	5	5	5	5.00	
	2015 Annual Report submitted to Planning Office by end of March 2016 -1	2015 Annual Report submitted to Planning Office by end of March 2016 - 1	5	5	5	5.00	
	2016 GAD Accomplishment Report and 2018 GAD Plan and Budget submitted to TWC by end of December 2016 - 2	2 - GAD activities accomplished	5	5	5	5.00	
	No. of IGPs Implemented - 2	2 IGPs Implemented w/ Very Satisfactory income	4	5	5	4.67	
	Entrepreneurship Program Implemented-integrated to curriculum	Implemented 1 Entrepreneurship Program integrated to Curriculum 100% accurate within the rating	5	5	5	5.00	

Building Facilities and Equipment Maintenance System (BFEMS) Implemented	1.)Repair of concrete fence at the back of Admin Bldg.,2.) Roof Repair of EPAS Room & Auto Servicing Room, 3) Improvement of Medical/Dental Clinic, 4) Improvement of Stock Room at the back of EIM Bldg., 5) Construction of New Stage (donation of graduates) completed on scheduled.	5	5	5	5.00	
100% of SALN of all staff submitted to HRMD end of April 2016	100% accomplished of SALN of all staff submitted to HRMD end of March, 2016	5	5	5	5.00	
IPCR 2016 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments	100% IPCR (commitments) for Jan-June 2016 w/o revision submitted on scheduled.	5	5	5	5.00	
Summary of IPCR ratings submitted to HRMD by end of March 2016	Summary of IPCR ratings w/o revision submitted to HRMD by end of March 2016	5	5	5	5.00	
e-TESDA Utilization Report Submitted	100% e-TESDA Utilization Report Submitted on scheduled.	5	5	5	5.00	
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) utilized 50% -1st quarter- 25%; -2nd quarter - 25% - 100% accurate within the rating period	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) utilized 50% -1st quarter- 25%; -2nd quarter - 25% - 100% accurate within the rating period	5	5	5	5.00	

NCA for priority P/A/P and commitments of the Department under the PLEP 2011-2016 utilized 100% (where Disbursement BUR = NCA/Obligation)	NCA for priority P/A/P and commitments of the Department under the PLEP 2011-2016 utilized 100% (where Disbursement BUR = NCA/Obligation) within the rating period	5	5	5	5.00	
Monthly SAOB report submitted to FMS not later than the 5th WD after the reference month	100% accurate Monthly SAOB report submitted to FMS not later than the 4th WD after the reference month	5	5	5	5.00	
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%	Cash advances were 100% 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).	5	5	5	5.00	
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)	100% 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)	5	5	5	5.00	
Monthly report of actual income submitted to FMS not later than 1st working day after the reference month	100% Monthly report of actual income submitted to FMS not later than 1st working day after the reference month	5	5	5	5.00	

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, 2016 and October 15, 2016, respectively: - Audit Observation Memorandum - Notice of Suspension - Notice of Disallowance - Notice of Charge - Annual Audit Report/ Management Letter	Status report on 85% complied on actions taken on COA recommendations submitted to IAS every 1st and 3rd quarter of every 15th day of the ensuing month of the reference quarter or on April 15, 2016 and October 15, 2016, respectively: - Audit Observation Memorandum - Notice of Suspension - Notice of Disallowance - Notice of Charge - Annual Audit Report/ Management Letter	5	5	5	5.00	
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	Reports on Filling-up of 100% vacant position by end of December 2015 and submit to HRDS-DOLE for information by end of January 2016	5	5	5	5.00	
No. of Trainers trained in Contextual Learning Matrix (CLM) - 5	23 Trainers trained in Contextual Learning Matrix (CLM) 100% completed within the rating period	5	5	5	5.00	
Non-Teaching Staff Training - 5 Target for 1 year	3 completed Non-Teaching Staff Training within the rating period	5	4	5	4.67	
Copy of 2016 Workforce Training and Development Plan submitted to HRMD by end of March 2016	Copy of 2016 Workforce Training and Development Plan submitted to HRMD by end of March 2016	5	5	5	5.00	
Report of training programs provided to 80% of officials and employees submitted to HRMD by end of June 2016 and end of December 2016	Training Conducted - 85.7% attended (30/35) of personnel of this school	5	5	5	5.00	

