

**PERFORMANCE MEASUREMENT AND MANAGEMENT SYSTEM (PMMS)**

Technical Education and Skills Development Authority

OPCR Form 1

**OFFICE PERFORMANCE COMMITMENT AND REVIEW**

I, **IGMEDIO S. CASTICON**, Vocational School Superintendent, **Isabela School of Arts and Trades (ISAT)** 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, 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)

P/A/P	Success Indicators (Targets + Measures)	Allotted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
<b>Technical Education and Skills Development Policy Program</b>		<b>20,000.00</b>					
Labor Market Information Report/ Research Studies	1 Number of Researches/ Studies/ Technology Researches	10,000.00	ISC/EPM/ASG				
	Existing system for incentivizing partners expanded						
Innovation and Technology Researches	1 Number of innovation and technology researches conducted	5,000.00	EPM/ASG				
	1 Number of partners assisted/ given incentives	5,000.00	EPM/ASG				
<b>Technical Education and Skills Development Regulatory Program</b>		<b>42,000.00</b>					
TVET Program Registration and Accreditation	1 Number of STAR rated programs/APACC accreditation recognized	42,000.00	ISC/ASG				
	% of registered accredited TVET programs audited *						
	85% % compliance of TVET programs to TESDA, industry standards and requirements *		EPM/MEAN/FC				
	42% % of TVET programs with tie-ups to industry *		EB/Gtrainers				
Competency Assessment and Certification	Number of skilled workers assessed for certification						
	Number of certified						
	85% % of TVET graduates that undergo assessment for certification *						
	% of skilled workers issued with certification within seven (7) days of their application *						
	85% % of graduates in programs with training regulations certified within five (5) days after graduation			All Ttrainers/AC			
	Number of industries engaged in assessment and certification						
	Number of assessors accredited						

P/A/P	Success Indicators (Targets + Measures)		Allotted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
		Number of assessment centers accredited						
<b>Technical Education and Skills Development Programs</b>			<b>510,400.00</b>					
	<b>2968</b>	Number of TTI enrollees	482,400.00	All trainers				
	<b>2671</b>	Number of TTI graduates *	28,000.00	All trainers				
	<b>65%</b>	% graduates from technical education and skills development scholarship programs that are employed *		AT/All Trainers				
	<b>200 hrs</b>	Average number of training hours per trainee		Registrar/All Trainers				
	<b>90%</b>	Percentage of TTI training applications acted upon within two (2) weeks		Trainers				
Community-based Training Program	<b>100</b>	Number of enrollees		Registrar/all trainers				
	<b>100</b>	Number of graduates						
Trainers Development Program	<b>25</b>	Number of TVET trainers trained ( TM)		Registrar/TM trainers				
	<b>2</b>	Number of TVET trainers provided with skills upgrading						
		Number of trainers trained in higher qualifications						
Expanded Program for Women and PWDs	<b>5</b>	Number of persons trained		Registrar/selected trainers				
Special Skills Training for Indigenous Peoples	<b>5</b>	Number of persons trained		Registrar/selected trainers				
<b>Support to Operations</b>			<b>144,460.00</b>					
Communication Program		2018 Communication Plan for major programs/activities developed and rolled out						
	<b>4</b>	Forty-eight (48) press releases developed/disseminated	14,000.00	ASG/MN				
	<b>2</b>	100% of requests for TV appearances/radio guestings/interviews accommodated	31,460.00	ASG/MN				
		On demand upon request, accommodation/conduct of press briefings/media coverage						
		1 exhibit/job fair participated-in/conducted every quarter						
2017 Annual Report	<b>1</b>	2017 Annual Report prepared, submitted and disseminated		ASG/ISC				
Gender and Development		2020 GAD Plan and Budget and 2018 GAD Accomplishment Report of Central Office prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of March 2019						

P/A/P	Success Indicators (Targets + Measures)		Allotted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
	1	2020 GAD Plan and Budget and 2018 GAD Accomplishment Report of Regional Offices prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of March 2019	50,000.00	Registrar				
Establishment of a Quality Management System (QMS)		ISO certification sustained and/or upgraded (ie. ISO 9001:2015)						
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	95%	At least 95% client satisfaction rate on Quality of Services and Quality of Facilities achieved	30,000.00	EPM/JSA/FN				
	100%	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process	10,000.00	Information Desk/NG				
ARTA Requirements	1	Posting of conspicuous places and on TESDA website of Citizen's Charter for frontline services	4,500.00	ASG/Registrar				
	1	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	4,500.00	ASG/Registrar				
Cash-based budget system (rather than an obligation based budget system)	90%	Pursuant to the GAA FY 2018, all 2018 obligations shall be disbursed within 2018 to fully execute the budget to deliver goods and services		ISC/Finance				
	90%	One year obligations is supported by one year cash appropriations		ISC/Finance				
<b>General Administrative Support Services (GASS)</b>			<b>237,140.00</b>					
Integrity Development Plan		Posted at the TESDA website the latest status of complaints and cases filed against officials and employees of the agency on or before the 5th day of the month after the end of the reference quarter						
		100% the EIDP programs/projects implemented as scheduled						
	100%	100% of Statement of Assets, Liabilities, and Net Worth (SALN) of all staff and officials submitted to oversight agencies by 30 April 2018		All employees				
	1	2018 Office Performance Commitment and Review (OPCR) prepared and submitted		ISC/EPM/JKB				

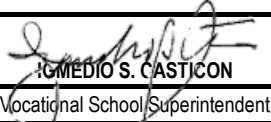
P/A/P	Success Indicators (Targets + Measures)		Allotted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
Strategic Performance Management System	1	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT		ISC/EPM/JKB				
	100%	IPCR 2018 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments		All employees				
	100%	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 for the second semester (with annual IPCR rating)		All employees				
	1	Summary of IPCR ratings submitted within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)		All employees				
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%		ISC/Finance				
	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%		ISC/Finance				
	12	Monthly Statement of Appropriations, Allotment, Obligations and Balances (SAAOB) report using the FAR no. 1 template submitted to oversight agencies not later than the 10th working day after the reference month		ISC/Finance				
	4	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th day after the reference quarter		ISC/Finance				
	4	Quarterly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month		ISC/Finance				

P/A/P	Success Indicators (Targets + Measures)		Allotted Budget (in P'000)	Operating Unit Accountable	Accomplishments (as of _____)	Self-Rating	Validated Rating	Remarks (for validation purposes)
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"> <li>- Due from Officers and Employees</li> <li>- Advances to Officers and Employees</li> <li>- Advances for Operating Expenses (if applicable)</li> <li>- Advances to Special Disbursing Officers (if applicable)</li> <li>- Advances for Payroll</li> </ul> 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		ISC/Finance				
Compliance to COA Observations	4	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)		ISC/Finance				
	4	Quarterly reports submitted to oversight agencies every 5th day of the month following the reference quarter <ul style="list-style-type: none"> <li>- 100% Settlement of Suspensions within the prescribed period (within 90 days)</li> <li>- Appeal on Notices of Disallowance submitted to COA within the prescribed period (within 6 months)</li> </ul>		ISC/Finance				
HRD Interventions (Recruitment and Selection)	80%	Issued appointments to 80% of vacant positions by end of December 2018 <ul style="list-style-type: none"> <li>- For Salary Grades 1-17 (To be processed at ROPOTI level) = 398 vacant positions as of end of December 2017)</li> <li>- For Salary Grades 18 and above (To be processed at CO level) = 138 positions as of end of December</li> </ul>		ISC/Finance				
Learning and Development	1	Programs for 2017 (not implemented) and 2018 (per TNA Result) under the Workforce Training and Investment Plan implemented by end of December 2018.		ISC/Finance				
	1	Teambuilding exercises conducted every 2 years	123,540.00	ISC/Finance				

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	1	Study tour/ "lakbay aral", for purpose of QMS benchmarking, with prior approval by the Director General, implemented as required		ISC/Finance				
Freedom of Information (FOI) Manual	100%	100% of request for information requested through FOI provided, subjected to provisions of People's FOI Manual and it's exception		All concerned Employees				
HRD Interventions (Capacity Building of Staff)	80%	Training opportunities to 80% of staff provided by end of December 2018	70,000.00	ISC/Registrar				
	1	Programs for 2018 under the Workforce Training Development Plan implemented by end of December 2018	13,600.00	ISC/Registrar				
		Career Development and Succession Plan approved by end of June 2018						
	100%	100% application documents for foreign scholarship training processed and endorsed to sponsoring organization by end of December 2017						
Agency Procurement Compliance Performance Indicator (APCPI)	1	Agency Procurement Compliance Performance Indicator (APCPI) submitted on or before December 1, 2018 as mandated by law.		Supply Office				
		Training for regional procurement focals on APCPI conducted by end of January 2018.						
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:	25,000.00	ISC/IT/Finance/Registrar				
	100%	- Agency's mandates and functions, names of its officials with their position and designation, and contact information.		ISC/IT/Finance/Registrar				
	100%	- Approved budgets and corresponding targets immediately upon approval of 2018 GAA.		ISC/IT/Finance/Registrar				
	1	- Annual Procurement Plan (APP) for Common used Supplies and Equipments (CSE) and non-CSE		ISC/IT/Finance/Registrar				
	100%	- Posting of contracts awarded and the name of contractors/suppliers/consultant - every procurement activity		ISC/IT/Finance/Registrar				
	1	- Major program and projects categorized in accordance with the 5 KRAs under EO 43, s. 2011 and their target beneficiaries		ISC/IT/Finance/Registrar				
	1	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.		ISC/IT/Finance/Registrar				

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	1	- Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014	5,000.00	ISC/Finance				
	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		ISC/Finance				
		- System Ranking Delivery Units and Individuals						
		- Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: - Pending Cases - Released Decision - Cases with Entry Judgement						
	1	- Net Worth of Officials, as required under CSC Republic Act No. 6713		ISC/IT/Finance/Registrar				
	1	- Status report on the COA findings and recommendations		ISC/IT/Finance/Registrar				
		Sub-Total (P'000) GASS	237,140.00					
		Sub-Total (P'000) STO	144,460.00					
		Sub-Total (P'000) OPNS	572,400.00					
		Sub-Total (P'000) Other Priority Programs						
<b>TOTAL</b>			<b>954,000.00</b>					

**Final Average Rating**  
**Adjectival Rating**

Submitted by:		Approved by:
 MEDIDO S. CASTICON		DANTE J. NAVARRO
Vocational School Superintendent		Regional Director

With comments/observations:

Note: \* 2018 GAA Indicators based on PREXC  
Central Office Indicators