



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

2014 Planning Guidelines

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I. RATIONALE:

Pursuant to TESDA's legal mandate, as provided by RA 7796, the agency has assumed authority in technical vocational education and training (TVET) in the country. On a macro and sectoral level, the updated Philippine Development Plan (PDP) 2011-2016 situates the sector in the administration's goal of inclusive growth and supported with the National Technical Education and Skills Development Plan (NTESDP) 2011-2016. The NTESDP 2011-2016 provides the direction including specific strategies, policies and programs for TVET. The TESDA Roadmap as approved by the President on February 11, 2014 shall also provide the over-all direction of TESDA in terms of delivering its outputs for the period 2014-2016. In terms of managing its financial resources, TESDA adheres to the Performance-Informed Budgeting as mandated by the General Appropriations Act RA 10633, "Paggugol na Matuwid: Daan sa Kasaganaan".

II. OBJECTIVES:

General

1. To ensure optimal utilization of government resources for technical education and skills development;
2. To ensure the application of Performance-Informed Budgeting (PIB) and the results-based performance management system (RBPMS) initiatives of the administration; and
3. To promote the use of the results-based planning and budgeting system as a means for advancing transparency, accountability and responsiveness in the operations of public sector organizations.

Specific

1. To provide policy and technical guidance to TESDA operating units in the preparation of their respective annual work and financial plans;
2. To prescribe the process, content and forms to be used in the preparation of the unit work and financial plans; and
3. To provide the basis for monitoring and valuing comparative COROPOTI contributions to the TESDA corporate and sectoral TESD performance in accordance with the Strategic Performance Management System (SPMS) Model of the Civil Service Commission (CSC) as implemented by the Bureaus and Attached Agencies of the Department of Labor and Employment (DOLE).

III. GENERAL GUIDELINES:

The following principles shall guide TESDA operating units in the preparation of their respective CY 2014 Office Performance Commitment Plans:

- The Updated Philippine Development Plan (2011-2016) shall provide the over-all strategy in situating TESD operations in all TESDA Operating Units (Annex A);
- The operations and action plans of all operating units for 2014 will be organized and anchored around the TESDA Roadmap 2014-2016 and adapting to the 'Results-Based Performance Management System' (RBPMS) of the Government. The TESDA Roadmap 2014-2016 (Annex B) as approved by the President on February 11, 2014 identified the agency's outcomes, strategies, programs and targets. TESDA's two outcomes under the Roadmap are: 1) Filipinos with competencies and life skills to pursue economic

opportunities; and 2) Leadership, Management and Innovation. Under outcome 1, two strategies are identified: 1) Expand Access to Quality TechVoc, 2) Develop workforce competencies required in key growth areas. Moreover, outcome 2 has also identified two strategies namely: 1) Implement Good Governance System, and 2) engage industry in the provision of techvoc services.

- o The Key Strategies identified in the GAA 2014, RA 10633, “Paggugol na Matuwid: Daan sa Kasaganaan” shall be considered in the planning and targeting of all TESDA Operating units. Specifically, the three MFOs and targets in the GAA are the following: (Annex C, PIB under GAA 2014)

a. **MFO 1: Technical Education and Skills Development Policy Services**

Performance Indicators	Targets
Number of policies developed and issued or updated and disseminated <i>(Policy Oriented TESDA Board Resolutions, R/PTESDC Resolutions, TESDA Circulars/Guidelines)</i>	2,106* (130)
Percentage of stakeholders who rate policies as good or better	60%
Percentage of policies that are updated, issued and disseminated in the last three (3) years	80%

b. **MFO 2: Technical Education and Skills Development Services**

Performance Indicators	Targets
Number of trainees	161,600
Average no. of training hours per trainees	100 hours
Number of graduates who are employed six (6) months after completion of training	79,000
Percentage of training applications acted upon within two (2) weeks	80%
Percentage of graduates certified within 5 days after graduation	84%
Percentage of training programs that are delivered within one month of the original plan	80%
<u>Training for Work Scholarship Program (TWSP)</u>	
Number of TWSP subsidized enrollees	163,300
Number of TWSP subsidized graduates	146,970

c. **MFO 3: Technical Education and Skills Development Regulation Services**

Performance Indicators	Targets
<u>TVET Program Registration and Accreditation Services</u>	
No. of private TECHVOC schools accredited * <i>(No. of new programs registered)</i>	6,500 (1,800)
Percentage of accredited schools with accreditation condition breaches detected in the last three (3) years* <i>(% of non-compliances in UTPRAS Procedures Manual)</i>	10%
Percentage of applications for program registration acted upon within 1 week of submission*	80%
<u>Competency Assessment and Certification for Skilled Workers</u>	
Number of skilled workers assessed for certification	919,928
Percentage of accredited <i>(certified)</i> workers in employment 3 months <i>(6 months) after accreditation* (certification)</i>	61%
Percentage of skilled workers issued with certification within 7 days of their application * <i>(percentage of applicant issued with admission slip within 10 working days)</i>	80%

****(The statement/words in italics are TESDA's interpretation of the indicators and targets set. These will be clarified with the DBM)***

- The 2014 targets of each operating units shall form part of the total of the national target, provided that the target of each operating unit shall not be less than its 2013 accomplishments. It will also consider past performance, TVET capacity and regional economic condition.
- The TESDA SPMS Manual shall be adhered to beginning the First Semester of 2014 and shall guide the preparation of the OPCR and IPCR documents which shall, in turn, be the basis for 2014 PBB implementation.
- In pursuit of the program-based budgeting, the signed OPCP Form 6 reflecting the P/A/Ps and OPCR success indicators a particular office is committed to achieve, shall be the basis for allocating funds for Central Office-based operating units. Provided that, only the P/A/Ps and Success Indicators (SI) linked with the MFOs & PI sets of the TESDA 2014 performance-informed budget deliverables shall be considered eligible for funding.
- MFO 2 of the GAA 2014 which is technical education and skills development services pertains to the operations of all TTIs and among its set target is 161,600 trainees for all TTIs. To this end, all TTIs shall focus the training resources towards the development of technically-competent, creative and innovative workers.
- For all operating units, the approved OPCP Form 6 shall be the basis for performance monitoring and assessment, issuance of Certificates of Availability of Funds (CAF), Obligation Requests (ObR) and sub-allotment guidelines. Moreover, it should be noted that the Work Plans of the TTIs shall form part of the OPCP form 6 of the area managers.
- Monthly, quarterly and annual physical accomplishments of operating units shall be reported through the Performance Measurement and Management System (PMMS) Scorecard to be validated with the CO-based program and process owners using MoNet Forms MIS 01 and MIS 03-02. Accordingly, only TESD outputs supported by duly accomplished MIS 03-02 as evidentiary proof, shall be credited in favor of the reporting operating unit.
- Counting of outputs from various TESDA education and training programs, projects and activities, regardless of the training delivery mode, shall be reckoned from the two (2) categories of: (a) directly-funded (e.g., TTI outputs ; and (b) monitored (e.g., outputs of private TVIs registered with TESDA).
- In compliance with the requirements of National Budget Circular No. 551, a quarterly evaluation of TESDA operating units' performance shall be conducted using the BEDs and BARs which are required for regular submission by DBM. Similarly, in compliance with the departmental requirements of DOLE, periodic performance review shall also be undertaken using the monthly PerKS and SPRS reporting parameters. Adhering to GP 95 of RA 10366, all such performance assessments shall be uploaded in the Transparency Seal of the Authority which is posted in the TESDA website.
- As part of TESDA's journey to quality TechVoc, all regions have to be ISO certified in 2014.
- Implementing Guidelines for the TWSP, PESFA and STEP and GPB (BUB) Programs as provided in the GAA shall be issued separately.

IV. PROGRAM DIRECTIONS AND GUIDELINES:

A. National Technical Education and Skills Development Plan (NTESDP) 2011-2016

- The updating of the National Technical Education and Skills Development Plan (NTESDP) with accompanying Investment TESD Plan and the Regional and Provincial Technical Education and Skills Development Plans (R/P TESDPs) will be done until June 2014. The R/P TESDPs shall provide the local dimension of the NTESDP. The TESDA Regional and Provincial Offices are responsible in the updating, implementation and monitoring of their respective plans.

B. Technical Education and Skills Development Committees (TESDCs)

- The R/PTESDCs roles and functions shall be strengthened and redefined. Through the RO/PO and with technical assistance of Planning Office, the capabilities of R/PTESDCs in skills prioritization, program registration, audit, assessment and certification and monitoring of TVET performance shall be enhanced to fully implement their roles and functions efficiently and effectively.
- The RO/POs shall ensure the regular conduct of TESDC meetings and shall actively engage the TESDCs in TVET-related programs as indicated in their redefined roles and responsibilities.
- The RO/POs shall regularly submit the quarterly report of R/PTESDCs action plans, resolutions and policy recommendations and other relevant activities on or before the 2nd week of the following month of the quarter. This shall be the basis for monitoring of TESDC performance.

C. Policy Paper on Entrepreneurship

- In response to the current trend of more entrepreneurial activities and in the need of incorporating entrepreneurship in the techvoc curriculum, the Planning Office will be developing a policy paper on entrepreneurship.

D. Impact Evaluation of 2010 TESDA-TEMASEK Trainers Training Program

- An independent impact evaluation shall be conducted by the TEMASEK Foundation Inc. (Singapore) relative to the TESDA-TEMASEK Trainers Training Program conducted in 2010. Focused Group Discussions (FGDs) for Lead Trainers and head of TVET institutions that participated in the Program and other stakeholders shall be conducted. There will also be a survey for Lead Trainers who are not part of the FGDs and selected TVET graduates trained by the Lead Trainers. Schedule of the FGDs and the surveys shall be on February 2014.

E. The 2014 Impact Evaluation Study (IES) of TVET Programs

- The 2014 IES of TVET Programs shall cover the 2013 TVET graduates. The survey shall be conducted in July 2014. Prior to the conduct of the survey, all regions are enjoined to review, finalize and ensure that the MIS 03-02 contain complete and accurate data and information of the 2013 TVET graduates.
- The Planning Office shall provide the technical assistance and support fund for the survey. The Regional Offices shall also allocate counterpart funds for the survey.

F. 2014 Employer's Satisfaction Survey (ESS)

- The 2014 ESS shall be conducted on selected industry/sectors employing 2012 and 2013 TVET graduates. This shall be commissioned to a research institution and shall be completed by EO of May 2014. All regions shall update, by March 2014 the list of employers / establishments generated from the 2013 IES as basis in the selection of sample establishments for the survey.

G. 2014 National TESD Research Agenda

- One (1) million pesos (PhP1,000,000) shall be allocated for the implementation of the 2014 NTRA. Research priority areas in TVET shall be identified and the Planning Office shall tap the expertise of research institutions to undertake priority researches. Funding support shall be provided for selected researches to be conducted by the regions.

H. Career Guidance Program

- In support of the Career Guidance Advocacy Program (CGAP), the COROPOTIs career advocacy initiatives shall be consistent with the CGAP Plan -- a convergence of DOLE/DepEd/DOST/CHED/PRC/TESDA's advocacy initiatives on career guidance:
 - a. The profiling using the YP4SC instrument shall be continued by the field offices and such shall be monitored by the NITESD-Learning Development Division. The cooperation of the Regional Offices shall be sought in the evaluation of YP4SC implementation; and
 - b. TESDA's commitment includes the following: a) Promote the advantages of TVET and its various training programs, including the Apprenticeship Program; b) Conduct advocacy on TWSP, PESFA, PQF, and YP4SC; c) Conduct career fairs and jobs bridging activities in the regions; and d) Administer the career profiling. Aside from the specific approaches, six joint projects/activities are to be undertaken by the CGAP member-agencies; 1) Career Guidance Week; 2) Capacity-building for registered guidance counsellor and career advocates; 3) Career guidance through social networks; 4) Career Ambassadors (TESDA is the lead agency in this initiative); 5) National/ Regional Career Advocacy Congress; and 6) Regionalized Career Information Blitz.

I. Learning Systems

- In cognizance of emerging varied learning environments, conduct of studies on various learning/training systems shall be purposive, to include but not limited to the following: informal apprenticeship, mobile training laboratories, community-based training systems. The ROs shall be enjoined in supporting their pilot implementation for learning system/s not yet established in the field with the end view of developing different learning training/models applicable in unique learning environment.

J. Technology Research

- The call for research-based curricula and learning materials including mock-ups is to be prioritized. The discipline of technology research shall be advocated by the NITESD-Technology Research and Development Division to all TVIs.
 - a. It shall also initiate (outsource) conduct of technology researches on four areas: 1) Green technology; 2) Farm mechanization and its effect on employment; 3) Engineered Bamboo; and 4) Junior Factory. Completed technology researches shall be promoted.
 - b. For 2014, TRDD shall conduct a study to measure technological innovation capabilities of TTIs.

- c. A series of capability build-up programs shall be provided to ROs/TVIs to conduct technology research and manage the program. For 2014, the ROs are encouraged to identify a TVI to be supported in the conduct of a technology research to start not later than 2nd quarter of the year.

K. Internal Efficiency of TTIs/TVIs

- In aid of policy and guidelines development towards optimum/sustainable utilization of existing specialized training centers / institutions as Korphil, TTCTE, TWC, LSI, etc, the TRDD shall lead in the conduct of a study of the internal efficiency (to include but not limited to utilization of training equipment, staff, financial resource management, student contact time, and, program delivery methodologies) of all TESDA Administered Schools.

L. Curriculum and Training Aids Development

- The discipline of development/evaluation of curriculum, learning materials, institutional assessment tools, maintenance systems, and conduct of TNA including facilitate development of competency standards, is expected to be innate/inherent in every TVET provider.
 - a. The ROs shall encourage the TAS/RTCs to establish a Toolbox Development Committee, for a particular priority qualification being offered, responsible for the development of curricula, learning materials, institutional assessment tools, mockups per qualification. The developed toolbox may be submitted by the TAS for national assessment for TM II (via portfolio) units of competencies. Corresponding TM II COC shall be issued to specific developer/members of the committee (i.e. VIS, 2 technology trainers, 3 tool trainers).
 - b. The ROs shall share the above strategy to and for adoption of TVIs.
- In support of program registration (UTPRAS), the Curriculum and Training Aids Development Division will conduct a training program on curriculum evaluation for RO/POs within the first quarter. The ROs are encouraged to tap, as a resource in the evaluation of curricula, the expertise of trainers trained in TM II core competencies by NTTA and ITEES-TEMASEK.
- Towards quality improvement, evaluation of the curriculum implementation of the TM I program shall be conducted by the NITESD before the end of the 1st quarter.
- Other than TM I, the evaluation of curriculum implementation of selected qualifications (e.g. Agriculture curricula) shall be spearheaded by CTADD.
- The Online/Blended TM II Program shall be developed/ validated by the NITESD for subsequent national implementation by the NTTA with the support of designated members of the Regional Training Facilitators Bureau.

M. Evaluation on the Effectivity on the use of Toolkits

- As part of improving the new programs implemented in 2013, an evaluation on the toolkits provided to the C4TP beneficiaries shall be undertaken in the second semester.

N. TVET Trainers Training and Development

- The NTTA, serving as the training arm of NITESD shall prepare and disseminate a consolidated training calendar covering capability-building programs for TVI Trainers/Developers, and other counterpart regional personnel.
- The NTTA will cease to implement TM Level I and instead will focus on TM Level II.

- Training on TM Level I Qualification will continue to be implemented at the regional level. All ROs shall set and submit to NITESD-TTDD their training targets/ calendar for TM Level I (both for private and public TVIs) covering the requirements of K-12, school/center-based, enterprise-based and community-based training programs, the national total of which shall reckon with the national commitment. The TTDD shall monitor the implementation of registered programs in TM I.
- The TTDD shall orchestrate the implementation of the Trainers Skills Upgrading Program (TSUP). In addition to the institution-based skills training programs for trainers in their area, the ROs/POs will be enjoined to implement at least one batch of Industry Immersion Program. The TTDD will also conduct a national level immersion program to complement the regional implementation.
- All programs pertaining to trainers' development (technology and methodology) shall be reported monthly by the ROs to be submitted to NITESD-TTDD for consolidation.

O. NATCAC

- There shall be synchronized National TVET Competency Assessment and Certification in qualifications with high demand (consistent with KEGs) to enhance the competitiveness, productivity and employability of Filipino workers. The Skills Demand and Supply Mapping prepared by ROs/POs and consolidated by the Planning Office, shall be referred to.
- The NATCAC 2014 shall be for those who are currently employed, including public utility bus drivers, returning OFWs, trainers of private and public TVIs and DepEd trainers.
- The ROs shall identify the qualifications per sector to be offered during the assessment schedule based on the market demand per region except Massage Therapy, Household Services, Caregiving and Maritime qualifications. The ROs shall submit to CO their respective Regional Qualification Map (RQM) corresponding to the identified NATCAC Regional Assessment Target.
- The national target for NATCAC is 60,000 assessed. The regional target shall be identified in consultation with the ROs. The synchronized schedule of the 2014 NATCAC shall be as follows: May 12-16, 2014; July 14 -18, 2014; August 11 -15, 2014 and October 13-17, 2014.
- The cost of the assessment shall be subsidized by the TWSP @ P 500 per candidate. The budget for the conduct of the program is included in the regional TWSP allocation. The identified accredited competency assessment centers for the NATCAC shall be allowed to collect additional assessment fee for qualifications with approved assessment fee higher than P500.

P. Strengthening of Infrastructure for A & C

- The infrastructure for the implementation of assessment and certification for new, amended and existing Training Regulations shall be strengthened through the following:
 - a) Review of the Existing Capacity of ROs and POs on assessment and certification. The Certification Office shall provide each RO the existing capacity map on assessment and certification.
 - b) Conduct of Assessment Moderation by the Certification Office/ ROs/POs in identified geographical areas
 - c) Recognition shall be given to regions that have expanded the number of industry assessors by end of the year. The Certification Office shall provide financial subsidy to ROs for the training and accreditation of industry assessors

- d) The ROs shall to submit to the Certification Office an Action Plan on how the infrastructure for assessment and certification shall be strengthened in their respective areas.
- e) The ROs shall coordinate with their DepEd counterpart to determine assessment requirements for K-12 and incorporate such requirements in the action plan.

Q. Continuous Updating of A & C Databases

- Timely updating of profiles in support of the online registry verification system.
 - a. The ROs/POs are expected to ensure completeness and correctness of data prior to submission to CO to enhance the level of integrity of the following databases:
 - Registry of Certified Workers
 - Registry of Accredited Assessment Centers
 - Registry of Accredited Competency Assessors
 - Registry of NTTC Level I Certified Trainers

R. Mandatory Assessment of Graduating Students

- Adherence to mandatory assessment of all graduating students of WTR – registered programs shall be strictly observed. The MIS shall capture the data on enrolled, assessed, certified, employed (EAGCE).
- The ROs shall submit to CO a quarterly report on TVIs performance on mandatory assessment. Reporting template shall be forwarded by the Certification Office to the ROs.

S. Monitoring and Evaluation

- Integrity fortification of the assessment and certification program shall be undertaken by implementing intensified quality-assurance activities:
 - Monitoring of assessment and certification activities
 - Review of existing assessment methods and guidelines

T. Trainers Certification

- Review of assessment and certification for TM Level I shall be reviewed within the 1st semester to address concerns such as delays in assessment, inconsistent implementation across ROs/POs.

U. Competency Assessment New Programs

- An online system on application for competency assessment shall be developed and pilot tested at TESDA – NCR.
- Partnership with industry in the implementation of assessment and certification will be pursued Partnership agreement (in coordination with PLO) will be forged, initially with two (2) industry associations.
- The issuance of plastic card competency certificates shall be implemented to complement the paper-based NCs and COCs.

V. Program Registration

- The UTPRAS review shall include a ten percent decrease in the Process Cycle Time (PCT, i.e 46 days) in the processing of program applications by the ROs/POs.
- Based on the GAA, the ROs/POs shall ensure that all new applications for program registration shall be evaluated within one (1) week upon receipt and completely processed within the prescribed processing cycle time which is 91 days.
- All program applications should be included in the Program Registration Monitoring Reports (TESDA-SOP-TSDO-01-F16) regardless whether the program applications had been approved and issued with Certificates of Program Registration (CoPRs) or not. This shall be the basis of tracking the process cycle time. An online tracking report shall be developed to monitor real time status of applications.
- On-line application for program registration shall be revived.
- Enhancement of the compendium which includes TVIs' profile shall be done to improve communication with and monitoring of TVIs. All TVIs should have online presence, that is, with website or facebook page. Additional information such as website address/facebook page and email address of contact persons shall be submitted to the Certification Office through the ROs/POs.
- The Certification Office shall conduct deployment of the revised Program Registration Manual within the second quarter.

W. Compliance Audit

- Based on the compendium of registered programs, a total of 7,627 programs are subject for audit this year. Attached is the number of programs to be audited by Region.
- The ROs/POs shall strictly monitor the TVIs in addressing their non-compliances to ensure closure of findings. Based on the GAA, the number of registered programs with non-compliances (breaches) should not be more than ten percent (10%).
- The Certification Office shall conduct moderation/calibration of compliance audit for focal Provincial Directors and UTPRAS Focals within the second quarter.

X. Apprenticeship, DTS/DTP

- The Apprenticeship Program shall be strengthened with the proposed Apprenticeship Bill, after which the ROs/POs shall actively pursue intensive and extensive advocacy programs/activities. Meantime, the ROs/POs shall implement the program based on existing guidelines. Based on TESDA Roadmap, a total of 95,098 apprentices are targeted for the year.
- Capability building on the development of training plan for companies shall be conducted to enable them to effectively implement the Apprenticeship Program.
- The implementation of the Dual Training System or Dualized Training Program shall be intensified. ROs/POs shall conduct advocacy activities to encourage TVIs and establishments to participate in the program. Incentives and awards shall be designed to recognize best implementers.

Y. STAR Rating System

- The STAR Rating System is a quality-assured mechanism that recognizes the accomplishments, innovations and quality improvement processes that the TVIs have instituted beyond the minimum requirements set forth in the Program Registration under UTPRAS. The STAR Rating System is aimed at improving the performance of the TVIs. As part of the full implementation of the system in 2014, all ROs/POs are enjoined to submit at least one registered program to be recognized/awarded under the STAR Rating System.
- A forum shall be held to launch the STAR Rating System.

Z. Partnerships and Linkages

- Inventory/profiling of existing TESDA partners and areas of partnership shall be done to assess the extent of partnerships in TVET across the country.
- Establishment of strategic and sustainable partnerships with major stakeholders in critical, priority and new/emerging sectors shall be strengthened and expanded starting this year for the provision of relevant and accessible TVET. All ROPODOTIs shall include in their targets the forging of institutional arrangements with new partners.
- Internal capability building programs on establishing and maintaining partnerships shall be conducted/facilitated to capacitate the COROPODOTI in performing effectively such function.
- Existing incentive packages for partners in TVET shall be reviewed and improved and new ones shall be developed.
- Study on local and international good practices and models of partnerships and incentive packages in TVET shall be done. This will serve as bases/benchmark in enhancing partnerships in Philippine TVET.
- Massive promotion and advocacy on TVET using interpersonal communication, mass media and social media shall be conducted in all levels of the organization to ensure greater awareness, wider participation and expanded access among TESDA clients to TESDA's programs and services. In all the advocacies to be done, the key messages shall be "Sa TESDA, may choice ka." and "Tatak TESDA, Tatak World-class."
- Documentation of success stories of TVET graduates and best practices of partners shall be a priority of the ROPODOTIs. Such materials shall be used as good references in the development of advocacy materials such as press releases, feature articles, audio-visual materials, and brochures among others.

Programs in Support of Good Governance Conditions

- The ISO 9001:2008 certification is a challenge to all implementers to continuously fortify the integrity of the Assessment and Certification program through strict compliance to existing procedures and guidelines.
 - a) The ROs shall conduct yearly compliance audit of ALL assessment centers as prescribed in the Procedures Manual. Report on the audit findings shall be submitted to CO for evaluation/validation.
 - b) CO shall revise the A&C Procedures Manual as part of continual improvement
 - c) The ROs/POs shall ensure efficiency in the implementation of A&C by maintaining if not reducing the identified process cycle time.
 - d) The CO shall continually enhance efficiency in the provision of blank certificates to ROs/POs

- e) Carry out a system of evaluating customer comments/complaints/queries to determine corrective and/or preventive actions that need to be undertaken to ensure quality-assured delivery of service resulting to clients' satisfaction. (include in the good governance part)
- In support to the sustainability and strengthening of ISO 9001:2008 certification of the Program Registration:
 - The Certification Office shall revise Procedures Manuals on Program Registration and Compliance Audit as part of continuous improvement.
 - All ROPODOs shall strictly adhere to the guidelines Program Registration and Compliance Audit contained in the Procedures Manuals.
 - The ROPODOs shall strictly monitor the on-time submission of all program registration and compliance audit reports to the Certification Office.
- To attain the goal of inclusive growth, the COROPDOTI shall ensure that access of the basic sectors to TESDA's programs, projects and services shall be expanded. Training seats in the TTIs and scholarships slots under TWSP and PESFA shall be made available to the basic sectors such as women, persons with disabilities, informal sector, indigenous people, solo parents, senior citizens and other marginalized groups.

In compliance with existing laws, particularly R.A. 7277 or the Magna Carta for Disabled Persons, the ROPODOTIs shall allot part of their MOOE for the provision of access ramps and other accessibility features in their respective buildings and facilities to enable PWDs to avail of TESDA's programs and services.

V. ADMINISTRATIVE AND FINANCIAL GUIDELINES

A. Good Governance Conditions

In compliance with the Guidelines on the Grant of the Performance-Based Incentives issued by the Inter-Agency Task Force on AO 25, the following Good Governance Conditions are hereby reiterated:

1.1 Transparency Seal

The Regional Offices shall establish its own website which shall contain the Regional Transparency Seal with the following information:

- Agency mandates, functions, contact information of its officials;
- Monthly Statement of Allotments and Obligations for 2013 and 2014;
- Quarterly Financial Accountability Reports (FARs) for 2013 and 2014;
 - Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances
 - List of Agency Budget Matrix/SAROs/Sub-AROs
 - Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations
 - Summary of Prior Year's Obligations, Disbursements and Unpaid Prior Years' Obligations
 - Summary Report of Disbursements

- Approved budget for 2014 and MFO targets;
- Major programs and projects classified according to the five (5) Key Result Areas;
- Program/projects beneficiaries as identified in Special Provisions in the Agency Budget;
- Status of implementation of major programs/projects; and
- Annual Procurement Plan (APP), name of suppliers/contractors/consultants.

A Certificate of Compliance on the Transparency Seal shall be submitted to the LMID/Planning Office not later than November 14, 2014.

1.2 Philippine Government Electronic Procurement System (PhilGEPS) Posting

The Central and Regional Offices shall maintain and update the posting of all invitations to bid, notices of award, awarded contracts and notices to proceed in the PhilGEPS per RA 9184.

These shall likewise be uploaded in the central and regional website.

A Certificate of Compliance on PhilGEPS posting shall be submitted to PSD/Administrative Service (AS) not later than November 14, 2014.

Regional Offices with no procurement above Php500,000.00 shall indicate such in their Certificate of Compliance. If the Regional Office is not registered with PhilGEPS, then this should also be indicated in the certification and the reason why it is not registered.

1.3 Liquidation of Cash Advances to Officials and Employees within the reglementary period.

The Central and Regional Offices shall submit directly to the COA Resident Auditor the Report on Ageing of Cash Advances duly signed by the Director General/Regional Director; Head of the Accounting Office and verified by the Resident COA Auditor.

Copies of the regional Report on Ageing of Cash Advances shall be submitted to the Financial and Management Service (FMS) by end of January 2015.

1.4 Citizen's Charter

Updating of the Citizen's Charter shall be spearheaded by the National Quality Management Committee (NQMC). The updated Citizen's Charter shall be disseminated to the ROPOTI for uploading in the respective website and posting at the main entrance or at the most conspicuous place of the said office.

The Certificate of Compliance on Citizen's Charter should be notarized and submitted to HRMD/Administrative Service not later than November 14, 2014.

1.5 Submission and Filing of Statement of Assets, Liabilities and Net Worth (SALN)

The submission and filing of SALN shall be strictly implemented as per CSC Resolution No. 1300173 promulgated on January 24, 2013 on the Use of SALN Form (for the Year 2012 and onwards).

The Certificate of Compliance on SALN submission and filing shall be submitted to HRMD/AS not later than November 14, 2014. As an additional supporting document, a Summary List of officials and employees with their corresponding position/designation and Salary Grade shall also be submitted to HRMD/AS together with the certificate of compliance.

All TESDA operating units shall satisfy 100% of the good governance conditions set by the Inter-Agency Task Force for 2014.

B. Human Resource Management

- a. As part of the government's campaign for the usage of the Philippine Standard Time (PhST) enacted through Republic Act 10535 or the Philippine Standard Time Act of 2013 and the declaration of every first week of the year as the National Time Consciousness Week, the COROPOTI are hereby encouraged to adopt the PhST campaign, dubbed as Juan Time (Pinoy Ako On Time Ako) which aims to synchronize all timepieces in the country and promote the new definition of "Filipino Time" which is on time. It seeks to reverse the negative connotations of "Filipino Time" from tardiness to punctuality, discipline, and utmost regard for other people's time.
- b. Pending the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA) by DBM, the selection process of vacant positions for positions that remain unchanged in terms of Item Number and Position Title under the Rationalization Structure can already be started. However, the filling-up/preparation of appointment will be done upon the receipt of the NOSCA.

- c. Provisions under the Collective Negotiation Agreement (CNA) shall likewise be pursued and implemented together with other employee welfare and benefit programs. These programs and activities shall be funded from the regular MOOE budget and savings generated as a result of the implementation of austerity/economy measures.
- d. The established Personnel Information System (PIS), a database of employee's personal data, educational background, work experience, training programs attended, eligibility, specific duties and responsibilities, performance evaluation records, and skills competencies and which can be used also to automate some of the information-processing activities of TESDA on human resource management and development shall be continuously updated. The ROPOTIs shall strictly comply with the on-line updating of personnel records using the PIS.
- e. Pursuant to DBM National Budget Circular No. 549 dated October 21, 2013, the Human Resource Management Division (HRMD)/Central Office and the respective Financial Administrative Services Division (FASD) and Administrative Units in the Regional Offices and TESDA Training Institutions shall ensure the monthly review of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and shall update the POP portion and shall upload to the DBM GMIS database every last week of the month.
- f. In accordance with Executive Order No. 80 dated July 20, 2012 directing the adoption of the Performance-Based Incentive System (PBIS) for government employees, the grant of the Performance Based-Bonus (PBB) characterized by a system of ranking units and personnel within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance shall be based on the Career Executive Service Performance Evaluation System (CESPES) and the Individual Performance Commitment Review ratings of each official and employee.

C. Property and Supply Management

- a. All COROPOTI units shall continue to adhere to the basic principles of transparency, competitiveness, streamlined procurement process, system of accountability and public monitoring in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations (IRR).
- b. All COROPOTI units shall ensure compliance with existing procurement laws, rules and applicable policies; the need to secure certificate for the availability of funds for the purchase; observance with the prohibition against splitting of requisitions, purchase orders and payment; as well as against irregular, unnecessary, excessive, extravagant, and unconscionable expenditures or uses of funds or property.
- c. The preparation and submission of the Annual Procurement Program (APP) shall be strictly implemented in compliance with Republic Act (RA) No. 9184 or the Government Procurement Reform Act. The deadline for submission of the approved APP is on March 14, 2014. The approved APP shall be the basis for the approval of Purchase Requests (PRs). Any request for procurement under Special Projects that is not included in the original APP, the requesting office concerned shall prepare an APP addendum to include the same. The authorized official of the office shall duly approve the APP addendum. As part of the statutory requirement, all suppliers of goods and services must be registered with PhilGEPS or with the Procurement Service - DBM.

All COROPOTI units shall submit an inventory of physical assets and properties as of December 31, 2013 by fund source which must be duly certified and audited by the COA Resident Auditor not later than March 14, 2014. Said report shall be the basis in

the assessment of a centralized insurance coverage of physical assets and properties to be filed with the Government Service Insurance System (GSIS) chargeable against the Central Office funds.

In cases where there is loss of property where it warrants the insured party to claim insurance, the Government Service Insurance System (GSIS) policy provision states that: *a Notice of Loss must be filed to the Insurance Company, without unnecessary delay, that is, within sixty (60) days from the date of accident or discovery of the loss. Failure to submit said Notice of Loss on the above stipulated prescription period shall mean a loss of interest on the part of the Insured and will exonerate the Insurer from any liability on the benefit of the insurance to which the Insured may be entitled to.*

All operating units shall conduct yearly appraisal and disposal of the unserviceable properties. Said report shall be submitted to FMS for appropriate adjustments in the agency books of accounts.

VI. Energy Conservation Efforts

- a. All Operating Units must ensure the implementation of energy conservation programs. Continuous monitoring of energy conservation performance shall be conducted including spot inspection as regard its adherence to conservation efforts.
- b. Any excess in the monthly ceiling/ allocation of gasoline consumption shall be charged against the extraordinary and miscellaneous expenses of the official concerned where the vehicle is assigned. The following are the existing monthly ceiling for each offices:

Level	Monthly Ceiling (in liters)
DG	1000
DDGs	400
Executive/Regional Directors (or its equivalent in designation)	350
Provincial/District/Assistant Directors (or its equivalent in designation)	300
All other vehicles	Based on actual needs and consumption

VII. Communication

- a. Cellular Phone billings in excess of the monthly ceiling for TESDA officials at Central Office from Director IV to the Director General shall be charged against the extraordinary and miscellaneous expenses of the official concerned.

Level	Monthly Ceiling
DDGs	5000.00
Executive/Regional Directors (or its equivalent in designation)	4000.00
Provincial/District/Assistant Directors (or its equivalent in designation)	3500.00
Chiefs (or its equivalent in designation)	2000.00
The entitlement of other personnel authorized by the Director General	1500.00

All concerned officials are encouraged to use the “unlimited” call and text features of the network provider to maximize services and ensure savings without going over the monthly spending limit on communication costs.

The use of land line phones shall be limited to official business transactions. Personal calls are discouraged. Whenever possible the use of the internet as a medium for long distance communication in lieu of long distance calls shall be encouraged.

- b. When sending/transmitting documents within COROPOTI, it is more economical and convenient to send them via electronic mail rather than using the fax machine. This will cut the agency’s spending on fax machine paper, toner, maintenance and long distance costs.

FINANCIAL PARAMETERS

1. The Central Office shall provide the funding source for the following items:
 - Institutional Events
 - Property Insurance
 - Staff Development Program
 - ODG Special Programs/Projects including ASEAN Skills Competition

There is a need to maintain the Qualified Opinion or aim for an Unqualified Opinion on the fairness of presentation of Financial Statements in the 2014 Consolidated Annual Audit Report (CAAR). Complete settlement of the audit observations/findings and recommendations contained in the FY 2013 Annual Audit Report (AAR) and prior years’ audit findings and recommendations shall be strictly implemented. All operating units are encouraged to aim for zero suspension and disallowance status.

2. Strict adherence to the “No Overdraft” policy on the respective Office’s budget shall be observed.
3. Funding for additional bonuses, CNA incentives and Loyalty Service cash incentive as authorized by proper authorities shall be provided by the COROPOTI concerned. The loyalty cash incentive is also to be borne by the COROPOTI concerned due to the fact that the Department of Budget and Management (DBM) releases funds for filled positions only resulting to no available savings from salary lapses as the fund source for such loyalty incentive.

The provisions of the budget circular/s issued by Department of Budget and Management for the grant of CNA Incentives shall be complied with.

Strict adherence to the financial report submission **schedules and completeness and accuracy in content is emphasized**. Financial reports should also indicate various sources of funds e.g. Regular, SSP’s, IGP’s, other contributions from LGUs/NGOs, etc. As such, the matrix of the budgetary and financial reports are hereunder reiterated in Annex D.

4. The Internal Audit System shall continue to be implemented in all operating units in compliance with the requirements of the DBM Circular Letter No. 2011-5 dated May 19, 2011.

5. Granting, utilization and liquidation of Cash Advances shall be in accordance with COA Circular No. 97-002. Cash Advances shall be liquidated as follows:

Nature of Cash Advance	Prescription Period
Salaries, wages, etc.	Within five (5) days after each fifteen (15) day/end of the pay period
Petty Operating Expenses and Field Operating Expenses	Within twenty (20) days after the end of the year; subject to replenishment as frequently as necessary during the year
Official Travel	<u>Foreign</u> – within sixty (60) days after return to the Philippines <u>Local</u> – within thirty (30) days after return to official station

Failure of the accountable officer to liquidate his/her cash advance/s within the prescribed period shall constitute cause for filing of malversation charges under Article 218 of the Revised Penal Code or Criminal Prosecution under section 28 of Presidential Decree No. 1445, as stated in Section 9 of COA Circular No. 2012-004 dated November 28, 2012.

6. The COROPOTI shall continue to observe the **DBM – DOLE- TESDA Joint Circular No. 2011-1** dated March 11, 2011 on the Guidelines on the Release of Funds to TESDA Implementing Units.

The Regional Office shall continue to allocate P1M and P400,000.00, respectively for every Regional Training Center and Provincial Training Center for its operational requirements.

A. Schedule

Activity	Date
Assessment of 2013 OPCR's	January – February
Central Office Planning Workshop	March
Submission of 2014 Annual Procurement Plan	March
Submission of Executive Office 2014 Performance Commitment Plan	February
Submission of Regional Office 2014 Performance Commitment Plan	March
General Directorate Conference	EO February
Presentation of Consolidated OPCR to the CO-PMT	March
Endorsement of OPCR's to the Director General (by CO-PMT)	3 rd week of March
Approval of OPCR's by the Director General	EO of March
Feedback on approval of OPCR's and EO budget allocation to operating units	April
Submission of OPCR to CO-PMT	April
Preparation and submission of IPCR's based on approved OPCR's	April

B. Forms and Templates

The OPCP of TESDA EO/RO units shall be presented using the following forms which should be approved by the Director General upon the endorsement of the CO-Performance Management Team.

- **OPCP Form 6: Summary of 2013 Deliverables with Funding Requirements (to be filled up by Executive/Regional/Provincial Offices and TESDA Technology Institutions)** – contains a snapshot of the major operating units' outputs for each BSC perspective thrust and target for the year 2014. The form shall be the basis for identifying the Success Indicators to be reflected in said operating units' 2014 OPCR. (*Annex E*)
- **OPCR 2014 Assessment Form (to be filled up by Executive/ Regional/Provincial Offices and TESDA Technology Institutions)** - contains the physical and financial accomplishments based on the achievement of the TESDA OPCR 2014 targets allocated to identified operating units. The form shall be the basis for forced-ranking TESDA operating units according to the Best-Better-Best hierarchical classification of the Performance-Based Incentive System (PBIS). (*Annex F*)
- **OPCP Form 1: Office Performance Commitment Plan Matrix (to be filled up by Executive/ Regional/Provincial Offices and TESDA Technology Institutions)** – contains the monthly, quarterly and annual targets and financial estimates for each thrust and P/A/P with corresponding results-based performance indicator. (*Annex G*)
- **OPCP Form 2: Gender and Development Budget** – contains the Gender and Development (GAD) budget for FY 2014 consisting of programs/activities/projects, gender-related issues/concerns, objectives, identified GAD activity, targets, performance indicator and budget. (*Annex H*)

VIII. Indicators

The following indicators shall be the basis in measuring the performance of the organization in terms of delivering its outputs. The list sums up the indicators as provided in the GAA 2014, the TESDA Roadmap 2014-2016, PMMS indicators and additional indicators based on the delivery unit's mandated programs and projects. Reports to be generated from the PMMS shall have sex disaggregation.

In addition to the targets provided in the 2014 GAA and the TESDA Roadmap 2014-16, the following parameters shall be considered in target setting:

- All targets shall not be less than the 2013 accomplishments.
- Targets for graduates shall be set at 90 percent completion rate.
- In line with the policy of mandatory assessment, all graduates of programs with Training Regulations and available assessment tools should undergo mandatory assessment.
- Certification rate is targeted at 84 percent.
- Employment rate shall also be monitored within 6 months after training. The benchmark is set at 62 percent of the graduates.

Moreover, the targets to be set by the regions per the OPCPs will be reviewed and evaluated by the TESDA-PMT and will be approved by the Director General. It shall not be considered final unless approved by the Director General.

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)	No.	PERFORMANCE INDICATORS
Institution-based Programs	1	Number of Enrolees
	2	Number of Graduates
	3	Number of Assessed
	4	Number of Certified
	4	Number of Employed Graduates
Enterprise-based/Apprenticeship	6	Number of Enrolees
	7	Number of Graduates
	8	Number of Absorbed
Community based-Programs	9	Number of Enrolees
	10	Number of Graduates
	11	Number of Assessed (as applicable, to those covered with TRs)
	12	Number of Certified (as applicable, to those covered with TRs)
Special Training for Employment Program (STEP)	13	Number of Enrolees
	14	Number of Graduates
	15	Number of Assessed (as applicable, to those covered with TRs)
	16	Number of Employed STEP Graduates
Grassroots Participatory Budgeting (GPB)	17	Number of Enrolees
	18	Number of Graduates
Private Education Student Financial Assistance (PESFA)	19	Number of Enrolees
	20	Number of Graduates
	21	Number of Assessed
	22	Number of Certified
	23	Number of Employed PESFA Graduates
Training for Work Scholarship Program (TWSP)	24	Number of Enrolees*
	25	Number of Graduates
	26	Number of Assessed (as applicable, to those covered with TRs)

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)	No.	PERFORMANCE INDICATORS
	27	Number of Certified
	28	Number of Employed TWSP Graduates
Trainers Development	29	Number of TVET Trainers Trained
	30	Number of TVET Trainers Qualified under NTTC
	31	Number of monitored TVET trainers trained
TESDA Technology Institutions (TTIs) Graduates	32	Number of TTI Enrolees*
	33	Number of Graduates
	34	Number of Enrolees Assessed (as applicable, covered with TRs)
	35	Number of Certified (as applicable, covered with TRs)
	36	Average number of training hours per TTI trainee*
	37	Number of TTI graduates who are employed six (6) months after completion of training *
	38	Percentage of training applications acted upon within two (2) weeks*
	39	Percentage of TTI graduates certified within 5 days after graduation*
	40	Percentage of TTI training programs that are delivered within one month of the original plan*
Competency Assessment and Certification of Skilled Workers	41	Number of skilled persons assessed for certification *
	42	Percentage of certified workers in employment 6 months after certification *
	43	Percentage of applicant issued with admission slip within 10 working days)*
	44	Number of persons certified
Program Registration and Accreditation	45	Number of registered programs by private TechVoc schools (institutions) *
	46	Number of registered programs on apprenticeship by companies.
	47	Percentage of non-compliances in UTPRAS Procedures Manual*
	48	Number of programs audited Note: (rectify the no based CO computation, with regional breakdown)
	49	Number of accredited programs
TESD Policies	50	Number of policies (Board Resolutions, Committee Resolutions, Guidelines) developed and issued or updated and disseminated*
	51	Percentage of stakeholders who rate policies as good or better* (PO will develop the feedback form accompanying the policies to be rolled-out)
	52	Percentage of policies that are updated, issued and disseminated in the last three (3) years*
Career Guidance	53	Number of persons profiled (YP4SC/NCAE)
	54	Number of TVET clients extended with career guidance services consistent with the Career Guidance Advocacy Program (CGAP)
	55	Number of functioning Blue Desk
	56	Number of Blue Desk clients Served
	57	Number of Blue Desk clients Hired
Mobile Training Laboratories	58	Number of Mobile Training Laboratories **
	59	Mobile Training Laboratory System established
Skills Training for Yolanda-affected areas	60	Number of persons provided with training interventions – Pandayan and (Region VIII, VI, IV-B) – P267 M) **
Philippine Qualifications Framework (PQF)	61	Four Sectoral Registry of Qualifications by Sector established (Dentistry, Engineering, Tourism, Maritime)**

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)	No.	PERFORMANCE INDICATORS
ICT – enabled Systems – TESDA Online Program (TOP)	62	Number of additional courses**
	63	Number of Registered users **
Management Information System	64	ISSP Approved **
Training Regulation Development	65	Number of TRs updated, developed and implemented **
Competency Assessment	66	Number of Competency Assessment Tools (CATs) developed, updated and deployed
	67	Number of Partner Implementers (Lead Assessors) Trained
Learning Systems Development	68	Number of Learning Systems developed
	69	Number of Learning Systems pilot tested
Technology Research	70	Number of technology researches prepared
Training Package (Toolbox) Development	71	Number of training curricula developed
	72	Number of learning/e-learning materials developed
	73	Number of institutional assessment tools developed
	74	Number of mock-ups developed (optional)
Partnership and Linkages	75	Number of new partnerships forged
Advocacy and Communication	76	Communication Plan developed
	77	Number of PRs prepared, disseminated and published
	78	Appeared on TV/Radio programs once a month
	79	Conducted press briefings once a month
TESD Plans	80	Number of TESD Plans Updated Note: 103, 1 National, 17 RTESDP, 85 PTESDP – there should be an accompanying Investment Plan
Labor Market Information	81	Number of techvoc providers provided with Labor Market Information Report
Good Governance	82	Number of Regions with ISO Certification
	83	Percent compliance to Reporting requirements of oversight bodies on Funds Accountability (DOLE, COA, DBM and BIR)
	84	Establishment of Transparency in all Regional Offices website
	85	PhilGEPS Posting of all invitations to bid, notices of award, etc.
	86	Liquidation of Cash Advances within the reglementary period
	87	Updated Citizen's Charter
	88	Submission and Filing of SALN

**Targets under the Performance – Informed Budgeting of the GAA 2014*

***Targets in the TESDA Roadmap 2014-2016*

