MEMORANDUM

TO   :   All Executive Directors
                     All Regional Directors
                     All Provincial Directors
                     All Directors/Heads, Other Operating Units
                     All TESDA Technology Institutions Administrators

FROM   :   The Director General
                     This Authority

DATE   :   23 February 2015

SUBJECT   :   **2015 PLANNING GUIDELINES AND 2015 OPCR
                     SUBMISSION**

This is to provide your Office the **2015 Planning Guidelines** which aim to provide clear guidance to all TESDA Offices and Operating Units in the planning, organizing and implementation of your respective programs, activities and projects for the year 2015.

Relative to this, the **2015 Organizational Performance Commitment and Review (OPCR)**, which contains the targets and deliverables of each operating unit shall be submitted to the undersigned on or before **04 March 2015**.

Everyone is enjoined to abide and live-up to the intention of the policies and directives of these Planning Guidelines - that is, to inject/instill **Integrity, Strategic Partnership, Innovation and Quality** in the conduct and delivery of our programs, activities, projects as mandated.

For your information and strict compliance.

SECRETARY EMMANUEL JOEL J. VILLANUEVA

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

2015
PLANNING GUIDELINES

Integrity, Strategic Partnership, Innovation and Quality

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For 2015, TESDA will strictly adhere to continuous improvement in all aspects of TVET towards the attainment of its vision and mission. Its key result areas are:

➢ rapid, inclusive and sustained growth; and,
➢ poverty reduction and empowerment of the poor and vulnerable

All programs, projects and activities remain anchored on the following:

➢ Updated Philippine Development Plan, 2011-2016
➢ TESDA Road Map 2014-2016
➢ NTESDP 2011-2016
➢ RA 10651 or the General Appropriations Act 2015

TESDA management commits itself to respond to the increasing demand and expectations of its clients and stakeholders for higher quality programs and services. Hence, these Planning Guidelines are hereby presented for guidance and compliance of all concerned:

A. PERFORMANCE INDICATORS AND TARGETS/ DELIVERABLES

In line with the theme **"Paggugol na Matuwid: Kaunlaran para sa Lahat"** and intensified accountability for results through Outcomes-Based Performance Informed Budgeting, the following shall be the TESDA commitments and major deliverables in 2015. These include the targets indicated in the 2015 General Appropriations Act as well as the Planning Tool commitments.

Organizational Outcomes/Performance Indicators

- Employability enhanced and/or increased

Percentage of TVET Graduates that were certified	84%
Percentage of graduates from TVET courses that are employed	62%

MFO 1: TESD Policy Services

Performance Indicators	Targets
1. Number of policies developed and issued or updated and disseminated	800
2. Percentage of stakeholders who rate policies as good or better	60%
3. Percentage of policies that are updated, issued and disseminated in the last three (3) years	80%
4. Number of tech/voc providers provided with Labor Market Information Report	4,599

MFO 2: TESD Services

Performance Indicators	Targets
1. Number of TTIs trainees	191,508
2. Average number of training hours per trainee	100
3. Number of TTIs graduates who are employed six (6) months after completion of training	79,000
4. Percentage of TTIs training applications acted upon within two (2) weeks	80%
5. Percentage of TTIs graduates in programs with training regulations certified within 5 days after graduation	84%
6. Percentage of TTIs training programs that are delivered within one month of the original plan	80%
7. Number of Institution-based Programs' Enrollees	1,222,422
8. Number of Enterprise-based/Apprenticeship Program Enrollees	95,098
9. Number of Community-based Programs' Enrollees	867,701
10. Number of Special Training for Employment Program (STEP) Enrollees	32,321
11. Number of Grassroots Participatory Budgeting (GPB) Enrollees	**
12. Number of Private Education Student Financial Assistance (PESFA) Enrollees	21,053
13. Number of TWSP subsidized enrollees	210, 526
14. Number of TWSP subsidized graduates	189,473
15. Number of TVET Trainers Trained in Trainers Methodology	4,757
16. Number of TVET Trainers provided Skills Upgrading	788

Note: Targets on Graduates for all TVET training in all delivery modes, except Trainers Training/TM, shall be at least 90% of total enrolment

** - Regional targets to be determined by ROs based on budget allocated and nature of project

MFO 3: TESD Regulation Services

Performance Indicators	Targets
1. Number of new programs registered under UTPRAS	1,800
2. Percentage of compliance audit breaches at not more than 1% of total TVET programs audited	1%
3. Percentage of applications for program registration acted upon within 1 week of submission	80%
4. Number of Programs audited	8,737
5. Number of skilled persons assessed for certification	1,239,954
6. Number of persons certified (target is 84% of assessed)	1,041,561

7. Percentage of skilled workers issued with certification within seven (7) days of their application	80%

The breakdown of Regional targets for major performance indicators is specified in the **2015 Regional Targets** (Annex A). The regional targets were set based on the parameters agreed upon in the National Directorate.

In addition to the Performance Indicators the following Support to Operations (STO) and General Administration and Support Services (GASS) deliverables shall also be pursued by the concerned Operating Units. Process Owners at the Central Office shall issue specific guidelines for these indicators.

SUPPORT TO OPERATIONS (STO)**	SUCCESS INDICATORS
Communication Program	At least **(4) press releases every month**- 1 (one) for national media and 3 (three) for regional media developed/disseminated
	100% of requests for **TV appearances/radio guestings** attended
	Press briefings conducted at least once a month
Performance Accountability Reports	**Monthly performance monitoring report** submitted to DOLE not later than the 5th working day of the following month
	Quarterly Assessment Report on all programs submitted to DOLE every 10th of the month following the reference quarter
2014 Annual Report	**2014 Annual Report** submitted to DOLE end of February 2015
Gender and Development	**2017 GAD Plan** and **2015 GAD Accomplishment Report** submitted to DOLE by end of November 2015
	2015 GAD Annual Report submitted to DOLE by 1st week of December 2015
Establishment of a Quality Management System (QMS)	**QMS** implemented and **ISO** certification maintained
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	**Semestral reports both for ARTA implementation and citizens feedback results** submitted to DOLE not later that the 30th day following the reference semester
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	**SUCCESS INDICATORS**

Integrity Development Plan	Complete **reports on complaints and cases filed against officials and employees** of the office submitted to the DOLE not later than the 5th day of the month of the reference quarter
	Office/Agency Efficiency and Integrity Development Program (EIDP) Semestral Report submitted to DOLE within 10 days after the reference semester
	100% the **EIDP programs/projects** implemented as scheduled
	100% of **SALN of all staff** submitted to DOLE end of March 2015
Financial Management (Fund Utilization)	**IPCR 2015** (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments
	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)
	Summary of IPCR ratings submitted by end of March 2015

	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 100%
	        1st quarter - 16%
	         2nd quarter - 34%
	        3rd quarter - 25%
	        4th quarter - 25%

	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 DOLE not later than the 5th WD after the reference month
	Quarterly BFAR submitted to DOLE not later than the 5th WD after the reference quarter

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%

	Reports on the **status of the following accounts** submitted to DOLE 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)

	Monthly report of actual income submitted to DOLE not later than 1st working day after the reference month

	Status report on 100% compliance on actions taken on COA recommendations submitted to DOLE every 1st and 3rd quarters of every 15th day of the ensuing month of the reference quarter or on April 15, 2015 and October 15, 2015, respectively:
	
	   - Audit Observation Memorandum
	   - Notice of Suspension
	   - Notice of Disallowance
	   - Notice of Charge
	   - Annual Audit Report/ Management Letter

HRD Interventions	Reports on Filling-up of 80% vacant position by end of December 2015 and submit to DOLE for information by end of January 2016
HRD Interventions (Capacity Building of Staff)	Copy of **2015 Workforce Training and Development Plan** submitted to DOLE by end of March 2015
	Report of training programs provided to 80% of officials and employees submitted to DOLE by end of June 2015 and end of December 2015
	Career Development and Management Implementing Guidelines approved by end of September 2015
	100% application documents for foreign scholarship training processed and endorsed to sponsoring organization by end of December 2015
Green Our DOLE Program (GODP)	**GODP Plan 2015** submitted to DOLE by end of February
	Annual Accomplishment Report submitted to DOLE by first week of December 2015

Transparency Seal Compliance	Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2014 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, 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
	
	  - BEDs (Yearly Updated)
	
	  - Financial Plan - BED No. 1
	
	  - Physical Plan - BED No. 2
	
	  - Monthly Disbursement Program - BED No. 3
	
	  - Estimate of Monthly Income
	
	  - List of Not Yet Due and Demandable Obligations

	- Approved budgets and corresponding targets immediately upon approval of 2014 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 project evaluation and /or assessment reports - every end of quarter.
	- Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants - every end of quarter

** Whatever is applicable to the Office/Operating Unit

B. 2015 OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

1. The OPCR Form (Annex B) shall be adopted in 2015 to reflect the performance indicators, targets and deliverables of each operating unit. The OPCR shall include not only the targets based on the GAA and Planning Tool Indicators, but shall also contain other priority programs and projects of the agency, including other area-specific priorities;

2. The 2015 OPCR is made-up of two (2) parts. The first part presents the summary of the PAPs of every Office by MFOs. Part 2 entails more detailed information of the Programs, Activities and Projects (PAPs) and the schedule of output delivery;

3. OPCRs of the Provincial Offices shall be submitted to the concerned Regional office for review and consolidation. The Regional Office shall be responsible for the submission of the Regional OPCR for endorsement of the DDG for TESD Operations;

4. For Executive Offices and other Central Office Operating Units, the OPCRs shall be accompanied by their respective Terms of References (TORs); and,

5. All OPCRs of operating units shall be endorsed by the concerned Deputy Director General for approval of the Director General.

C. GENERAL DIRECTIVES

1. Regional Offices/Operating Units are enjoined to imbibe the goals, thrusts and directions of every major program and corresponding activities and projects of the agency, such as:

    A. Integrity in the conduct of **assessment and certification** to enhance industry acceptance and Honesty in the **delivery of all services** for the optimum welfare of clients, particularly the poor
    B. Full compliance of **TVET Programs** to TESDA, industry and international standards towards quality assurance
    C. Stringent and careful selection of authors and experts in the development of **Training Regulations**
    D. Establishing productive and strategic **partnerships and linkages**
    E. Development of dynamic and accessible **learning systems, curriculum and training aids**
    F. Implementation of **technology research and trainings for trainers' upgrading**
    G. Conduct of **Regional Skills Competitions** between the months of July and August 2015 and **Philippine National Skills Competition** on September 2015
    H. Conduct of **training interventions/assistance** to disaster or calamity-stricken and conflict-infested areas

2. Regional and Provincial Offices shall observe spatial and sectoral targeting for the different programs/projects due for implementation in their respective areas. Priority sectors indicated in the development and industry plans, shall be given major consideration. However, others may be included, as long as they can contribute significantly to the economic growth of the locality;

3. Schedule of training activities by program/project must be carefully planned and implemented accordingly, for information and guidance of trainees and interested parties. **Training Calendars** for the year of TESDA-accredited TVIs (public and private) and TTIs shall be submitted to CO for monitoring and posting in the TESDA Website;

4. All concerned Operating Units/Programs shall implement and institutionalize Quality Management System (QMS);

5. 100% mandatory assessment and certification shall be strictly observed and implemented by all TVIs and TTIs to all trainees of TESDA registered and recognized training programs; and,

6. All Operating Units are directed to strengthen and initiate research and developmental activities (R&D) to improve operational policies and create new programs and services to clients and partners of the agency; and

7. The concerned Executive Offices shall issue separate specific implementing guidelines on key programs and projects (including K+12) as maybe necessary.

D. ADMINISTRATIVE AND SUPPORT SERVICES

1. Budget Utilization Rate (BUR) shall be strictly monitored on a monthly basis;

2. Unified Accounts Code Structure (UACS) shall be implemented relative to Budget and Financial Accountability Reports (BFARs) preparation;

3. HRD Implementing Guidelines on Recruitment and Selection, Performance Management, Staff Development and Management shall be followed;

4. Proper management of property and supply shall be maintained in accordance with the provisions of RA 9184 and its IRR;

5. Energy conservation efforts and rules on communication expenses are sustained;

6. Provisions in the 2015 CNA shall be approved and implemented; and,

7. Good governance conditions (which include the transparency seal, PhilGEPS posting, liquidation of cash advances, updating of Citizen's Charter, filing of SALN) shall be maintained.

E. REPORTING SYSTEMS

1. The Regional Directors, as the Area Managers, including the Provincial Directors and other Heads of Operating Units, shall ensure the accuracy, consistency and completeness of all required reports;

2. Monthly Report on Physical Accomplishment shall be required utilizing the OPCR Form and filling-up the columns on actual accomplishment and Performance Measurement and Management Systems (PMMS) Scorecard (Annex D) to be validated with the Central Office – based program and process owners. Only TESD outputs supported by duly accomplished MIS 03-02, shall be credited in favor of the reporting operating unit;

3. The monthly reports of Regional Offices shall be submitted to **the LMID-Planning Office every 25th day of the month under review**. Reporting corrected/ updated data after the cut-off period shall be considered in the following month;

4. The Regional Offices shall set   the   cut-off / submission dates of their respective POs/TVIs which will allow them to consolidate the MIS Reports for submission to the Central Office on or before the deadline;

5. All other MIS Reports from Regional Offices shall be submitted directly to the Executive Offices (as Process Owners) for their own validation; and,

6. Executive Offices shall prepare and provide the ROs/ POs with their required MIS templates/forms and specific guidelines in accomplishing such; and

7. Implementing Guidelines for TWSP, PESFA, STEP/GPB Programs and other projects (NATCAC, Surveys, etc) are issued separately.

- **End of Main Document –**
(12 pages)