



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

2017 GENERAL PLANNING GUIDELINES

For 2017, TESDA will strictly adhere to the continual improvement in all aspects of TVET towards the attainment of its vision and mission while pursuing breakthrough and strategic results within the new thrusts and directions of President Duterte's administration. Also as highlighted in the Philippine Development Plan (PDP) 2017-2022 we shall align our programs and services towards the following thrusts:

1. Enhancing the social fabric (*Malasakit*);
2. Reducing inequality (*Pagbabago*);
3. Increasing potential growth (*Kaunlaran*);
4. Providing an enabling and supportive economic environment; and,
5. Ensuring foundations for inclusive and sustainable development

All programs, projects and activities shall be anchored on the following:

- Philippine Development Plan, 2017-2022
- *Malasakit at Pagbabago 20 @ 22: The Administration's Agenda*
- National Technical Education and Skills Development Plan (NTESDP), 2017-2022
- General Appropriations Act (GAA) of FY 2017
- TESDA's 17-Point Reform and Development Agenda

To sustain the delivery of programs, projects and services, this set of General Planning Guidelines is hereby presented for guidance and compliance of all concerned and shall also be read in consonance with the specific implementing guidelines of other process owners of various TESDA programs and projects.

Policy and Program Priorities

The Two-Pronged Strategy: 1.) TVET for Global Competitiveness and 2.) TVET for Social Equity shall guide all operating units in operationalizing programs and projects for the year.

In working towards global competitiveness, the agency shall follow through on the policy recommendations made during the Thought Leaders' Forum specifically the initiatives in the following areas in which stakeholders have posed pressing issues for action:

- **Scaling up Technical Education**

In making TVET an imperative for higher education, a policy pronouncement by TESDA to scale up technical education shall be undertaken. To this end, a purposive plan shall be drawn to put this in place within the year and this will be spearheaded by QSO with support from other Executive Offices such as PO, NITESD and Certification Office.

- **International Alignment of Philippine TVET Qualifications**

Further development on international alignment of qualifications shall be vigorously pursued with the Policies and Planning Cluster orchestrating the effort through QSO and in collaboration with other operating units.

- **Philippine Qualifications Framework**

The EO No. 83 (PQF Law) is currently included as priority bill. This will be followed through by the Policies and Planning Cluster also through the QSO. Initiatives shall also be undertaken to pursue parallel referencing of our qualifications towards the ASEAN Qualifications Reference Framework (AQRF) to ensure that our competency standards are recognized across the ASEAN workplace arena.

- **Recognition of Higher TVET Qualifications**

TESDA through the Policies and Planning Cluster shall step up its efforts to build up capabilities and capacities in collaboration with industry to put in place a mechanism for the recognition of higher TVET qualifications. The initiatives shall be followed through by QSO which shall entail setting the expert requirements, recognizing industry initiatives, industry immersion of trainees and online verification of certified workers.

- **Towards Inculcating the 21st Century Competency Skills in TVET Curriculum**

TESDA shall continue to pursue the development of the 21st century Filipino skilled workforce characterized as technically competent; innovative and creative; knowledge-based, with higher order thinking skills; with foundational life skills; in pursuit of lifelong learning opportunities; and possessing desirable work attitudes and behavior. Starting this year, area

managers shall ensure that all TTIs comply with the integration of the said competencies in the TVET curriculum. This shall likewise be cascaded to all TVIs once promulgated.

- **NTESDP, 2017-2022**

This year is the start of the 4th planning cycle and the Planning Office shall spearhead the formulation of the TESD Plan at the national, regional and provincial levels. Stakeholder consultations will be done at the national, regional and provincial levels.

- **Quality Assurance in TVET Programs**

TESDA shall pursue initiatives to promote quality assurance in TVET programs by advocating APACC certification, STAR Rating as well as compliance to the East Asia Summit TVET Quality Assurance Framework (EAS TVET QAF) also consistent in the pursuit for global competitiveness of our graduates.

- **Strengthening the TESDA Training Delivery System**

In TESDA's bid for global competitiveness, it shall strengthen the management of TESDA schools and centers as showcase of good governance. Regional Directors shall ensure that all TTIs work towards building their capacities and capabilities to be APACC certified as well as STAR Rated to highlight our ascendancy as an authority in TVET.

- **Strengthening the Dual Training System / Apprenticeship Program / Enterprise-Based Training Program**

Dual Training System (DTS) is recognized as an effective training delivery mode. The DTS implementation shall be strengthened, together with other enterprise-based training program arrangements. There is now a Bill to strengthen and reform the Apprenticeship Program, TESDA shall support the move to strengthen the said program. Through the PLO, TESDA shall formulate a plan to improve the advocacy and implementing strategies in support of a more active role by industry in the training of potential workers.

- **Participatory Governance / Stakeholders Consultation**

TESDA shall engage its stakeholders in continuous area consultations and dialogue as an institutionalized strategy to ensure that our programs are customer focused and inclusive growth is addressed in keeping with the strategy for participatory governance.

- **Area Investment Focus**

While pursuing a sectoral plan, our operational and investment plans shall address spatial inequities by providing significant investment in Mindanao or in conflict-affected as well as disaster prone areas.

The 17-Point TVET Reform and Development Agenda

In support to the two pronged strategy, the 17-Point TVET Reform and Development Agenda shall remain as the center piece of top management's programs and strategic response to President Duterte's *Malasakit at Pagbabago 20 @ 22: The Administration's Agenda* for the next six years. This came about based on the clamor of customers or citizens to introduce dramatic change in the provision of better government programs and services and in keeping with the president's campaign promise. This shall be pursued vigorously with the 17-Point Agenda clustered into two categories: 1) **TVET Management**; and 2) **Programs and Projects**.

For 2017, each Cluster Head is tasked to flesh out the operational requirements of assigned Reform and Development Agenda item. All process owners shall issue separate implementing guidelines and deliverables on the related programs/projects/services for the guidance of field operating units. (Please see Annex A.)

Targets / Deliverables / Performance Information

The key strategies as provided in the GAA FY 2017 are as follows:

1. Expand Access to Quality TechVoc
2. Develop workforce competencies required in key growth areas
3. Implement Good Governance System
4. Engage Industry in the provision of TechVoc Services

The following targets are our commitments and major deliverables in 2017:

Organizational Outcomes/Performance Indicators

- Employability Increased and / or Enhanced

Performance Indicators	Targets
Percentage of TVET Graduates that were certified	85%
Percentage of graduates from Technical Vocational Courses that are employed	65%

MFO 1: TESD Policy Services

Performance Indicators	Targets
Number of plans/policies developed/issued and disseminated*	1,919
Percentage of policies that are updated, issued and disseminated in the last three (3) years*	86%
Percentage of stakeholders who rate policies as good or better*	93%
Labor Market Information	
Number of Labor Market Intelligence Reports (LMIRs) published and disseminated to COROPO, TechVoc providers and other stakeholders	3
N/R/PTESD Plan, 2017-2022	
Number of National, Regional and Provincial Technical Education and Skills Development Plan, 2017-2022 formulated	104
TVET Situationer	
Number of National, Regional and Provincial TVET Situationer prepared and posted in the website	104
Development of Training Regulations (TRs)	
Number of TRs reviewed/updated and developed	42

MFO 2: TESD Services

Performance Indicators	Targets
Operations of TESDA Schools and Training Centers	
Number of TESDA Technology Institutions (TTIs) enrolees* (All Delivery Modes)	257,621
Number of TTIs graduates*	231,859
Percentage of TTIs graduates who are employed *	65%
Average number of training hours per trainee*	100 hours
Percentage of training applications acted upon within two (2) weeks*	90%
Institution-based Programs	
Number of Enrolees	1,272,701
Number of Graduates	1,145,431
Enterprise-based/Apprenticeship Programs	
Number of Enrolees	73,868
Number of Graduates	66,481
Community-based Programs	
Number of Enrolees	867,702
Number of Graduates	780,932
Training for Work Scholarship Program (TWSP)	
Number of TWSP subsidized enrolees*	293,333
Number of TWSP subsidized graduates*	264,000
Private Education Student Financial Assistance (PESFA)	
Number of Enrolees	11,111
Number of Graduates	10,000
Special Training for Employment Program (STEP)	
Number of Enrolees	66,651**
Number of Graduates	59,986

Trainers Development	
Number of TVET Trainers Trained (TM Level I)	<i>To be set by area managers</i>
Number of TVET Trainers provided with skills upgrading	<i>To be set by area managers</i>
ICT-Enabled System: TESDA Online Program (TOP)	
Number of Additional courses	11
Number of Additional Registered users	96,000

MFO 3: TESD Regulation Services

Performance Indicators	Targets
TVET Program Registration and Accreditation Services	
No. of new programs registered *	6,500
Percentage of compliance audit breaches at not more than 1% of total TVET programs audited *	1%
Number of Programs audited	16,389
Competency Assessment and Certification of Skilled Workers	
Number of skilled workers assessed for certification *	1,424,814
Number of certified	1,211,092
Percentage of graduates in programs with training regulations certified within five (5) days after graduation *	85%
Percentage of skilled workers issued with Certification within seven (7) days of their application *	80%
Accreditation of Competency Assessors and Assessment Centers	
Number of assessors trained/accredited	<i>To be set by area managers</i>
Number of new assessment centers accredited	<i>To be set by area managers</i>

* 2017 GAA Requirements

** For updating

The breakdown of Regional targets for major performance indicators is specified in Annex B, **2017 Targets**. Annex C provides definitions and guidance to monitoring, operational and developmental concerns of TESDA Technology Institutions. Annex D indicates the thrust and action agenda pertaining to Program Registration and Accreditation and Assessment and Certification and also shows field operations involvement.

In addition, the following Support to Operations (STO) and General Administration and Support Services (GASS) deliverables shall also be pursued by the concerned Operating Units:

Support to Operations (STO)	Success Indicators
Communication Program	Approved 2017 TESDA Communication Plan for major programs/activities developed and rolled out
	At least three (3) good news submitted to oversight agencies at the end of the month
	At least four (4) press releases every month developed/disseminated
	100% of request for TV appearance/radio guesting attended
	10 Press briefings conducted

Performance Accountability Report	Quarterly 2017 PAR submitted
2017 Annual Report	2017 Annual Report submitted
Gender and Development (GAD)	2019 GAD Plan and Budget and 2017 GAD Accomplishment Report of Central Office prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of March 2018
	2019 GAD Plan and Budget and 2017 GAD Accomplishment Report of Regional Offices prepared by TWG, reviewed by TWC, and endorsed to PCW thru GMMS not later than end of March 2018
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	At least 90% client satisfaction rate on Quality of Services and Quality of Facilities achieved
	100% of client satisfaction feedback / complaints / recommendations acted upon as prescribed per process
Development of Information Systems	TESDA Mission Critical Information Systems developed
	Administrative System developed
	Network Connectivity expanded
Website / Information System Maintenance (Central Office/ Regional/ Provincial Offices)	Website content / periodic reports posted / updated

General Administration and Support Services (GASS)	Success Indicators
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
	TESDA Efficiency and Integrity Development Plan 2017-2019 (EIDP) approved by end of March 2017
	100% of the EIDP programs/projects for 2017 implemented as scheduled
	100% of SALN of all staff submitted to oversight agencies by 30 April 2017
Strategic Performance Management System	2017 OPCR submitted to oversight agencies
	Annual OPCR Accomplishments with self-ratings submitted to the Office PMT
	IPCR 2017 (commitments) submitted to the office PMT 30 calendar days after receipt of approved OPCR commitments
	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 2018 for the second semester (with annual IPCR rating)

	Summary of IPCR ratings submitted to oversight agencies within 30 calendar days upon receipt of approved OPCR rating (covering accomplishment in the previous year)
Financial Management (Fund Utilization)	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%
	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%
	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
	Quarterly Budget and Financial Accountability Reports (BFAR) submitted to oversight agencies not later than the 25th day after the reference quarter
	Monthly report of actual income submitted to oversight agencies not later than the 5th working day of the month following the reference month
Financial Accountability	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: - Due from Officers and Employees - Advances to Officers and Employees - Advances for Operating Expenses (if applicable) - Advances to Special Disbursing Officers (if applicable) - Advances for Payroll
	Report on the status of the account submitted to oversight agencies not later than the 1st working day following the reference month - Account 148 (Advances to officials and employees)
Compliance to COA Observations	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)
	Quarterly reports submitted to oversight agencies every 5th day of the month following the reference quarter - 100% Settlement of Suspensions within the prescribed period (within 90 days) - Appeal on Notices of Disallowance (if any) submitted to COA within the prescribed period (within 6 months)

HRD Interventions (Recruitment and Selection)	Issued appointments to 80% of vacant positions by end of December 31, 2017
HRD Interventions (Capacity Building of Staff)	Programs for 2017 under the Workforce Training and Investment Plan implemented by end of December 2017
	Training opportunities to 80% of staff provided by end of the year
	Career Development and Succession Plan approved by end of June 2017
	100% application documents for foreign scholarship training processed and endorsed to sponsoring organization by end of December 2017
TESDA Green Program Implementation	TESDA Green Programs implemented and sustained year-round
Agency Procurement Compliance Performance Indicator (APCPI)	Agency Procurement Compliance Performance Indicator (APCPI) submitted on or before December 1, 2017 as mandated by law.
Transparency Seal Compliance	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:
	- Agency's mandates and functions, names of its officials with their position and designation, and contact information.
	- Approved budgets and corresponding targets immediately upon approval of 2017 GAA.
	- Modifications made pursuant to the general and special provisions in GAA 2017
	- Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants - every end of quarter
	- Major program and projects categorized in accordance with the 5 KRAs under EO 43, s. 2011 and their target beneficiaries
	- Status of implementation of said programs/projects and project evaluation and /or assessment reports - every end of quarter.
	- Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014
	- 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
	- System Ranking of Delivery Units and Individuals
	- Quality Management System Certified by international certifying body or Agency Operations Manual
	- Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: <ul style="list-style-type: none"> • Pending Cases

	<ul style="list-style-type: none"> • Released Decision • Cases with Entry Judgement
	- Net Worth of Officials, as required under CSC Republic Act No. 6713
	- COA Annual Audit Report

2016 Office Performance Commitment and Review (OPCR)

1. The **OPCR Form/Template** (Annex E) shall be adopted to reflect the 2017 performance indicators, targets and deliverables of each operating unit. The OPCR shall include not only the targets based on the GAA but shall also contain other priority programs and projects of the agency including other area-specific priorities, particularly those in line with the 17-Point TVET Reform and Development Agenda;
2. OPCR 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 to Central Office;
3. All OPCR of operating units shall be submitted to the Planning Office for review and consolidation and for endorsement to the concerned Deputy Director General prior to the approval of the Director General/Secretary; and,
4. Deadline of the submission of the OPCR is set on 03 March 2017.

Performance Monitoring and Reporting System

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. Report on Physical Accomplishments shall be required utilizing the (a) OPCR Form by filling-up the columns on actual accomplishments and (b) Performance Monitoring System (PMS);
3. Reporting is on a monthly basis and shall only contain accomplishments within the specified month. These will be validated with the Central Office – based on program and process owner and will be consolidated by the Corporate Planning Unit (CorPlan Unit) and Labor Market Information Division (LMID) respectively. Only TVET outputs supported by duly accomplished MIS 03-02, shall be credited in favor of the reporting operating unit;
4. Monthly reports shall be submitted to Planning Office every 3rd day of the month following the reference month. Reporting corrected/updated data after the cut-off period shall be considered in the succeeding month; and,
5. Additional guidelines shall be issued for the details of the Performance Monitoring System.