2020 Planning Guidelines

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2020 PLANNING GUIDELINES

"Serbisyong ramdam at kapaki-pakinabang"

I. OVERVIEW

Pursuant to the strategic directions of the National Technical Education and Skills Development Plan (NTESDP) 2018-2022 of achieving a) TVET for global competitiveness; and b) TVET for social equity and poverty reduction, TESDA, as the Authority in TVET, is expected to respond accordingly to the requirements of its clienteles/stakeholders it serves. The policies, programs and services have to follow these three strategic responses:


In ensuring that the NTESDP goals are achieved, the following the strategic directions were identified and aligned with corresponding performance indicators:

NTESDP and Corporate Plan Alignment

NTESDP GOAL	CORPORATE PLAN 2019-2022
Prepare the Filipino workforce for the 4th Industrial Revolution (Goal 2)	SD 1: Provide Quality Technical Education and Skills Development and Certification for **Global Competitiveness**
Address the needs of the disadvantaged, vulnerable sector (Goal 4)	SD 2: Intensify Implementation of Quality Technical Education and Skills Development and Certification for **Social Equity and Poverty Reduction**
Assure industries with ready quality workforce (Goal 3)	SD 3: Upscale TESD and assessment and certification programs to higher **PQF** levels
Instill values and integrity among stakeholders (Goal 5)	SD 4: Expand and intensify **partnerships and linkages** with industries and other stakeholders in the area of TESD
Create a conducive and enabling environment for TVET (Goal 1)	SD 5: Streamline and intensify **QMS** in all organizational subsystems
	SD 6: Scale up **workforce competencies** to achieve organizational excellence

The Corporate Plan shall serve as guide in the preparation of the Office Performance Commitment and Review (OPCR) for CY 2020. All indicators/targets relevant to all concerned offices shall be included in their respective OPCR.
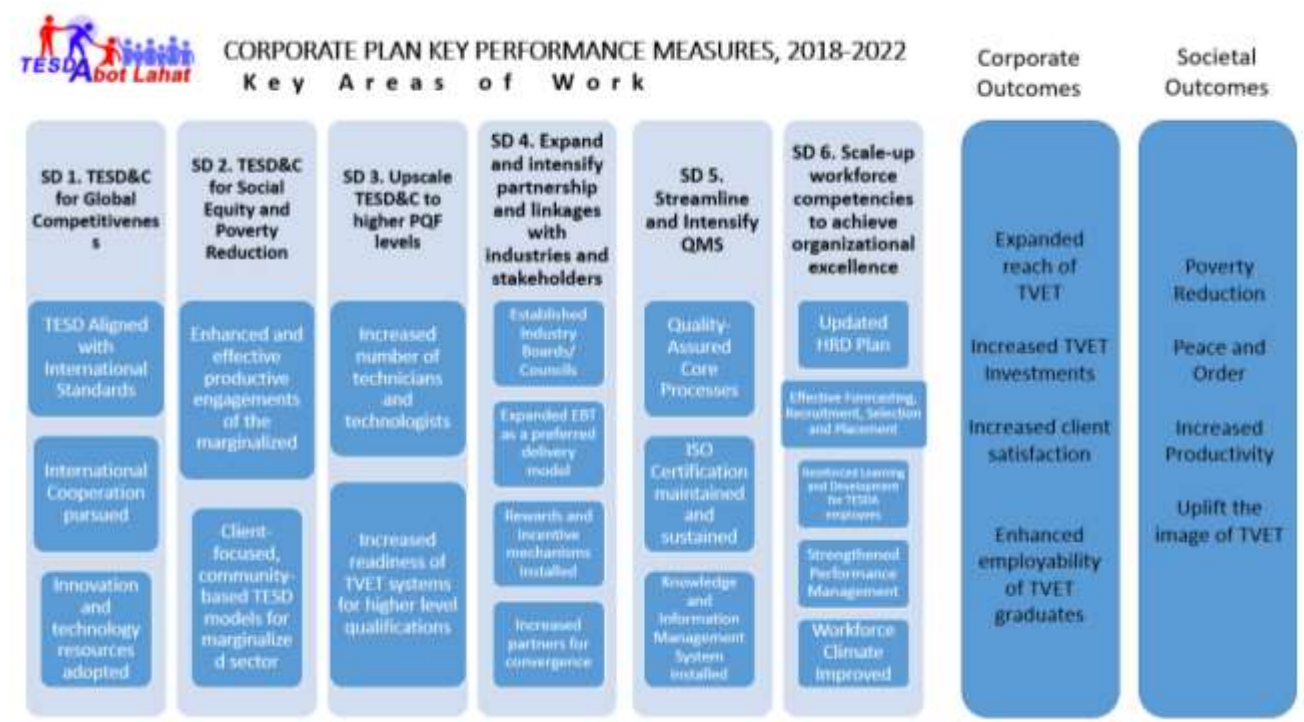
II. THE SECRETARY'S DIRECTIVES

For CY 2020, the following are the thrusts and priorities of the agency:

- Agriculture remains to be the agency's priority sector. In support of this directive, best efforts must be employed to:
  a) prioritize the sector in terms of scholarship allocation, especially for those regions identified as having a highly agri-based economy;
  b) fully implement the Rice Competitiveness Enhancement Program (RCEP) and Programs in Accelerating Farm School Establishment (PAFSE);
  c) Continuously develop and update Training Regulations in the area of agri-fisheries, agri-business, and agro-industrial; and
  d) Increase program registration in agriculture.

- Compliance to the 2020 National Sectoral Target for scholarship programs shall be closely monitored, giving priority to:
  a) Agriculture, Fisheries and Forestry (25%);
  b) Construction [General Infrastructure] (25%);
  c) Tourism, Hotels and Restaurants (15%);
  d) Manufacturing (15%)
  e) IT-BPO [BPM] (10%)
  f) Health, Wellness & Other Services [incl. Language and Culture] (5%)
  g) TVET (3%); and
  h) Transportation, Communication and Storage [Logistics] (2%).

- Prioritization of all TTIs with TESDA scholarship programs by providing them their maximum absorptive capacity in the 2020 Qualification Maps. The TVIs, on the other hand, shall be given equitable distribution of scholarship allocation.

- TESDA's implementation of EO 70 as the head of the Poverty Reduction, Livelihood and Employment Cluster (PRLEC) shall be in full swing and remain as a priority program of the agency.

- In order to further expand the reach and increase the number of TVET beneficiaries, all Provincial Offices are required to have a provincial training center (PTC). Pending the establishment of PTCs, a provisional provincial training team (PPTT) must be created. No Provincial Office will operate without its own PTC.

- The recruitment and selection process must be intensified nationwide in order to expedite the filling-up of vacancies, specifically in view of the approved additional 996 plantilla positions from the DBM.

- TESDA should implement programs, projects, and strategies to make TVET on track in preparation for the Fourth Industrial Revolution.

- Continuous improvement of the National TVET Trainers Academy to position it as a premier TVET academy in the country through enhanced trainers' training and upgrading of facilities and equipment.

- Establishment of Innovation Centers throughout the country to provide state-of-the-art learning systems to TVET scholars.

- To maintain the integrity of the National Certificate, TTIs must be capacitated as Assessment Centers (ACs). Moreover, all ACs should have functional CCTVs installed as part of the accreditation requirements.

- Delegation of signing authority on scholarship payment shall continuously be pursued. FMS shall monitor fund utilization on scholarship of Regional Offices with delegated signing authority. Cancellation of delegation of authority shall be made for regions that cannot sustain the 95% payment rate, until such time that the region was able to comply again.

- Central Office (CO) related activities being held in the region will be supported by the CO fund. If a region shall need fund support from the CO to augment its MOOE, approval from the CO must be sought beforehand. This will form part of your IPCR/OPCR monitoring purposes.

For monitoring purposes, concerned offices/personnel are required to incorporate the above-stated directives in their respective OPCR/IPCR, as applicable.

III. FY 2020 INDICATORS AND TARGETS

A. GAA FY 2020 INDICATORS AND TARGETS

	PERFORMANCE INDICATORS	TARGET	EVIDENCE	OPR
Technical Education and Skills Development Policy Program				
Outcome Indicators				
1.1	Percentage of stakeholders who rate policies/plans as good or better	94%	Filled-up questionnaires from the operating units	Planning Office
Output Indicators				
1.2	Number of National, Regional/ Provincial TESD Plans formulated/ updated	1 National Progress Report	Semestral updating of report card through a template based on the logical framework	Planning Office
Technical Education and Skills Development Regulatory Program				
Outcome Indicators				
2.1	Percentage compliance of TVET programs to TESDA, industry and industry standards and requirements	90%	Duly accomplished TESDA-OP-CO-02-F06-RO Form	Internal Audit Service
2.2	Percentage of TVET graduates that undergo assessment for certification	86%	RWAC Report from T2MIS	Certification Office
2.3	Percentage of TVET programs with tie-ups to industry	60% (GAA target: 42%)	Duly accomplished TESDA TVET Partnership Monitoring System (TTPMS)	Partnerships and Linkages Office
Output Indicators				
2.4	Percentage of registered accredited TVET programs audited	100%	Duly accomplished TESDA-OP-CO-02-F06-RO Form	Internal Audit Service
2.5	Percentage of skilled workers issued with certification within seven (7) days of their application	90%	RWAC Report from T2MIS	Certification Office
2.6	Number of consultations, orientations and workshops for development of competency standards/training regulations	200	Number of consultations, orientations and workshops conducted by QSO	Qualifications and Standards Office
Technical Education and Skills Development Programs				
Outcome Indicators				
3.1	Percentage of graduates from technical education and skills development scholarship programs that are employed	75% (GAA target: 65%)	Result of the Survey on the Employability of Graduates (SETG)	Planning Office
Output Indicators				
3.2	Number of graduates from technical education and skills development scholarship programs	201,500	Duly accomplished Scholarship Programs Monitoring and Online Reporting (SPMOR)	Scholarships Management Division
3.3	Number of training institutions/ establishments/assessment centers provided with technical assistance	5,842	Filled-up template on the technical assistance report	Certification Office
3.4	Number of TTI graduates	182,867	Report from T2MIS	National Institute for TESD

B. OTHER INDICATORS

PERFORMANCE INDICATORS		EVIDENCE	OPR
Technical Education and Skills Development Policy Program			
1.1	Number of researches and studies evaluated and endorsed to National TVET Research Agenda	Research/study submitted, endorsed and evaluated by NTRA	Planning Office
1.2	At least on research proposal endorsed for funding under NTRA (policy research or technology research)	Proposal submitted to NITESD of Planning Office	NITESD/Planning Office
Technical Education and Skills Development Regulatory Program			
2.1	Number of new programs registered (identify number of programs to be registered by sector)	Compendium of registered programs	Certification Office
2.2	Number of APACC Accredited programs		
2.3	Number of STAR rated programs		
2.4	Number registered Diploma program aligned with PQF level 5 descriptor		
2.5	Number of skilled workers assessed for certification	RWAC Report from T2MIS	
2.6	Number of persons certified		
2.7	Number of persons assessed (CACW)		
2.8	Number of persons certified (CACW)		
2.9	Number of new assessors accredited	Registry of Accredited Assessors from T2MIS	
2.10	Number of new assessment centers accredited	Registry of Accredited Assessment Centers from T2MIS	
Technical Education and Skills Development Programs			
3.1	Number of TTI enrollees	Report from T2MIS	
3.2	Number of TTI graduates		
	Scholarship Programs		
3.3	Number of TWSP subsidized enrollees	Duly accomplished Scholarship Programs Monitoring and Online Reporting (SPMOR)	SMD - ROMO
3.4	Number of TWSP subsidized graduates		
3.5	Number of PESFA enrollees		
3.6	Number of PESFA graduates		
3.7	Number of STEP enrollees		
3.8	Number of STEP graduates		
3.9	Number of UAQTEA enrollees		
3.10	Number of UATEA graduates		
	Trainers Development Program		
3.11	Number of learning facilitators trained in TM	Report from T2MIS	NITESD and NTTA
3.12	Number of learning facilitators provided with skills upgrading		
3.13	Number of learning facilitators trained in higher qualifications		
3.14	Number of learning facilitators given industry immersion		
	Skills Training for Special Clients (EO 70, Build Build, Build, etc)		
3.15	Number of enrollees	Report from T2MIS	ROMD-ROMO and CLGUS
3.16	Number of Graduates		
3.17	Number assessed		
3.18	Number certified		

In support to the efficient and effective delivery of programs and services are the General Administration Services (General Management & Supervision, Administration of Personnel Benefits) and Support to TESD Operations which include QMS, monitoring and evaluation of projects, corporate events and undertakings, provision of incentives and rewards and promotion and advocacy.

TESDA is expected to respond appropriately to the requirements of its key clients, the industry and employers which are the ultimate users of TESD graduates. The following matrix shall serve as guide to TESDA management and staff to behave and interact accordingly with its external clients. Similarly, TESDA, as an organization, shall continue to be a caring and developmental organization with culture of innovativeness and institutional integrity.

A. TESD POLICY PROGRAM

A.1 TESD PLANS AND POLICIES

1. The Regional and Provincial TESD Committees shall be capacitated to serve as the policy recommendatory body on TVET at the local levels. Policy coordination and linkages with the TESDA Board as its subsidiary body shall be strengthened. The ROs/POs shall convene their respective TESDCs on a quarterly basis or as necessary to perform its roles and functions.
2. The 3rd Independent Review Panel to assess TESDA performance shall be convened upon appointment of the members by the President. All operating units shall provide their support to the work of the IRP 3.
3. The development of policies and guidelines shall be harmonized and rationalized through the establishment of a systematic and coordinated mechanism. A system of development, review and monitoring of policies and guidelines shall be implemented.

A.2. RESEARCHES, EVALUATION AND LABOR MARKET INFORMATION

1. Timely LMIRs, researches and studies shall be pursued using the National TESD Research Agenda 2018 to 2022. As part of labor market monitoring, the ROs/POs are encouraged to also prepare local level LMIRs.
2. The formulation of TESD policies, programs and programs shall be formulated evidence-based or based on research-based studies.
3. The Planning Office shall form part in the capacity building of the regional offices' staff in programs related to researches, monitoring and evaluation, statistics and related topics shall be implemented through various modalities – in-house and public offering.

B. TESD REGULATORY PROGRAM

B.1. TRAINING REGULATIONS / COMPETENCY STANDARDS DEVELOPMENT

1. To ensure quality TESD, all program development processes of TESDA shall employ industry standards as the minimum requirements and international standards as necessary.

2. Test item-banks for relevant qualifications/TRs shall be developed to enhance the integrity fortification of CATs and assessment and certification process.

3. Continuously pursue to benchmark competency standards (CS) with other countries' skills or competency standards towards enhanced labor mobility and mutual recognition arrangements (MRA) among ASEAN member-countries and other countries, Dublin and Sydney Accords, among others.

4. Use the learnings and skills acquired from participation in the International Skills Competition, including benchmarking of assessment package, in the formulation/updating of Training Regulations and/or competency standards.

5. Full deployment of amended training regulations/competency assessment tools and assessment fees shall be deployed.

B.2. QUALITY ASSURANCE OF TVET PROVISION AND COMPETENCY ASSESSMENT AND CERTIFICATION

1. Apply flexible approaches in program registration, accreditation of assessors and assessment centers, without compromising quality, to enhance access to, ensure scalability, agility and sustainability of quality TVET programs.

2. In adherence to the government reforms towards ease of doing business and efficient delivery of its services, the Process Cycle Time (PCT) for Program Registration is further reduced to 3 working days from 11 working days. The Regional and Provincial Offices shall strictly comply with the 3 days process cycle time on program registration. The Regional and Provincial Offices shall only receive complete, correct and compliant program registration applications of TVI-applicant.

3. In compliance to the General Appropriations Act (GAA) and ease of doing business requirements, the Process Cycle Time (PCT) in the conduct of Assessment and issuance of National Certificate/Certificate of Competency (NC/CoC) shall adhere to the seven (7) working days PCT, from the date of application for assessment up to the issuance of NC/CoC upon the presentation of Competency Assessment Result Summary (CARS).

4. All graduates of WTR programs with assessment tools shall undergo national assessment. Graduates of ICT program, specifically on Programming NC III (Oracle (Java) Programming and Database, and Microsoft .Net) shall undergo vendor assessment and certification. Likewise, graduates of NTR programs shall undergo institutional assessment.

5. Sustain and strengthen the system for accreditation of Regional Lead Assessors (RLAs), Provincial Lead Assessors (PLAs), Assessment Centers; and certification of qualified trainers, in coordination with QSO and NITESD.

6. ROPO shall schedule conduct of Competency Assessment and Certification for Workers (CACW) and shall be synchronized and conducted on a quarterly basis. The conduct of CACW shall be held every 1st week of the 3rd month of the quarter, i.e. in the months of March, June, September and December.

7. Capacity Building
   a. As one the GAA indicators, the Regional and Provincial Offices shall ensure that Technical Assistance provided/extended by any TESDA Office to training institutions, assessment centers, industry-based training provider/s for improvement or strengthening their capacities to deliver/conduct TVET programs and assessment to their own client/s. Technical assistance shall include among others comprehensive orientation on Program Registration and Assessment Center requirements, TESDA Policies and Guidelines including sanctions and penalties, capability building programs, conduct of fora.

b. In compliance with MRA requirements for Tourism professionals, TESDA in partnership with the Department of Tourism (DoT) and Tourism Industry Board Foundation, Inc. (TIBFI) shall conduct capability building program for National Master Assessors.

c. Capacitate the internal and external stakeholders through continuous conduct of capability building programs, in cooperation with Regional Offices and industry associations.

C. **TESD PROGRAM**

C.1. **TVET DELIVERY**

1. TESDA shall continuously exert and expand its effort to ensure "inclusive and quality TVET for all".

2. Regional Target Setting

    Regional targets shall be determined based on the following parameters:

	PARAMETERS
Institution-based	Working Population – 50% No. of Registered Programs – 50%
Enterprise-based	No. of Establishments – 35% No. of Accredited Programs – 30% Past Performance – 35%
Community-based	Labor Force
Graduates	90% of Enrolled

Note: Regional computation attached as Annex A

3. TESDA shall render extra attention and consideration to the poor, marginalized and underserved sectors of the society for its regular skills training and scholarship packages.

4. TESDA, through the Community Based Training and Enterprise Development Program (CBTED), in-line with the Whole-Of-Nation Approach (WONA), supported by the PRLEC, shall adopt relevant Community Needs Based Learning methodologies that will protect and preserve our target Communities in terms of its Knowledge, Heritage, Culture and Traditions supported by Skills Development and make the members Prepared for Life.

5. TESDA will include the Filipinos that belong to the under-served and vulnerable sectors of society through its TESD (Scholarship) Programs and Community Based Learning Methodologies aligned to EO70 WONA.

6. Capacitate Community Based Trainers/Teachers that will preserve the Heritage of the Community for the Future and the Identity of our Nation.

7. The RO's PO's and TTI's to consciously [TESDA] ABOTin LAHAT by allocating the appropriate Scholarship Programs that will support our Community Based Training Programs to deliver services to the Under-Served and Vulnerable Sectors of our society, the Presidential Directives, the Secretary's Directives and Executive Orders focused on Delivery of Basic-Services, such as but not limited to EO70 and EO79.

8. TESDA shall observe gender equality in the design and implementation of its skills training programs.

9. TESDA shall work closely with industry associations to establish more industry-government training schemes and collaborations to produce more job-ready workers.
    a. Establish Institutional Arrangements with Industry Boards (IBs) or Industry Association (IAs)
    b. Review the implementation strategies and strengthen database on Enterprise-based Training
    c. Undertake massive advocacy campaigns through industry consultation/fora to promote and further increase engagement of industry players in TVET delivery.
    d. To engage in TESD the large/multi-national corporations thru the implementation of the Strengthening of Industry Development in TVET Programs (SID).
10. Strengthen and deepen partnership with industry and encourage the establishment / maintenance of industry boards / industry training councils to assist TESDA in the various concerns related to TVET such as but not limited to skills requirements, standards development, training delivery and capacity building; and
11. Expand and pursue training opportunities for the marginalized sectors and linkages with government technical vocational schools and state universities and colleges offering TVET programs.

C.2.   SCHOLARSHIP PROGRAMS

1. The Training for Work Scholarship Program (TWSP) which targets the skills development for wage employment in industries while Private Education Student Financial Assistance (PESFA) seeks to extend financial assistance to marginalized but deserving students in post-secondary non-degree courses and the Special Training for Employment Program (STEP) which equips the communities to become productive through self-employment or entrepreneurs.
2. Enterprise-based scholarship Allocation will be prioritized using the Tulong Trabaho Fund
3. Technology-based or community-based training proposals shall be funded under TWSP for quick intervention response by the provinces/ districts depending on the requirements of the community
4. The full implementation of the Universal Access to Quality Tertiary Education shall be done through the implementation of TTI programs.
5. Three (3) approved Scholarship Operating Procedures will be fully deployed and implemented. Compliance and monitoring of PCTs will be conducted.
6. TVIs and HEIs with accredited programs (STAR-rated) and quality-certified institutions will be given special allocation.
7. Higher level and diploma programs will be prioritized for scholarship distribution/allocation
8. Provision of free competency assessment and certification for workers under the CACW (Competency Assessment and Certification for Workers) shall be continued in a bigger scale and to be funded through the TWSP funds.
9. There will be an authorized 3% Administrative Cost that will be given to respective offices for hiring of Jos, supplies and materials and other admin expenses.

C.3. OTHER PROGRAMS

1. The TESDA Online Program (TOP) shall be implemented and monitored as an alternative mode of TVET delivery.
2. The Community Training and Employment Coordinators (CTECs) shall be revitalized and organized at the municipal and barangay levels, respectively. Close collaboration with the DILG and the Leagues of Cities, Municipalities and Barangays shall be pursued. Capacity building programs for CTECs shall also be implemented.
3. To facilitate and enhance the employability of TVET graduates, TVET career talk, career guidance, purposive conduct of job fairs for TVET graduates shall be implemented and pursued by all RO and POs/DOs, in coordination with the Department of Labor Employment and PESOs/CTECs of LGUs;
4. Capacitate stakeholders to become partners of TESDA in delivering key services through provision of capability building programs in cooperation with the regional offices.
5. Expand Trainers Development Program, through the National TVET Trainers Academy (NTTA) and its zonal centers, including regional and provincial initiatives. The ROs/POs shall ensure the participation of the TVET trainers in their respective areas in the programs of NTTA. The NTTA Training Calendar issued for this purpose shall be adhered to. (Please see Annex B)

C4. MANAGEMENT AND SUPERVISION OF TESDA TECHNOLOGY INSTITUTIONS

1. The Regional Directors, in their role as area manager shall lead in the achievement of the targets for TTIs as follows:
    a. Implement its Institutional Development Plan aligned with the local and national strategies and directions.
    b. Provision of learning in the schools/ centers, with the enterprises (OJT/SIT, DTS/DTP), and for the communities (technology-based community programs, mobile training, online learning, etc.)
    c. Regular updating of curricula aligned to the PQF descriptors, 21st Century skills and provision of safety to the environment. Conduct of Green activities including, but not limited to, tree planting, solid waste management, 3Rs, etc.
    d. In partnership with other TTIs/TVIs or HEIs, endeavor the design and offering of higher level qualifications including but not limited to NC-III, bundled qualifications, and even PQF Level 5 programs.
    e. For the trainers and learners to enroll and utilize relevant modules and learning materials available in the TESDA Online Programs (TOP).
    f. Learning Facilitators Development Program both for teaching and non-teaching personnel, including compliance to the Industry Work Experience Requirement, thru implementation of, *among others*, the Regional Program for Industry Immersion of Trainers (Quality RPIIT).

g. Compliance to quality and transparency of programs and services thru sustained accreditation in APACC and the TESDA STAR Rating System.

h. Technology Researches are conducted conscious of Industry 4.0, supportive of innovation in training delivery, enhancing instruction, incubation of technology, and enterprises.

i. Implementation of Regular Training Programs and the Universal Access to Quality Tertiary Education Act (UAQTEA).

IV. ORGANIZATIONAL PLANNING PARAMETERS

A. SUPPORT TO OPERATIONS

A.1. QUALITY MANAGEMENT SYSTEM (QMS)

1. Quality Management System (QMS) shall be mainstreamed in all levels of operations.
2. Quality, integrity and prompt delivery of service shall be observed at all times by all TESDA personnel.
3. All quality indicators like the process-related targets (like PCTs of SOPs) and customer-related indicators will be set by the concerned Executive Offices and process owners. These quality indicators will be harmonized in the OPCRs and will be included in the IPCRs/CESPES.
4. Operating units shall include and monitor in their respective OPCRs the Registry of Relevant Risk and Opportunities (RRRO).

A.2. MONITORING AND EVALUATION SYSTEMS AND PROCEDURES

1. All Area Managers (Regional Directors/Provincial/District Directors) shall ensure accuracy, consistency and completeness of all required reports.
2. Regular and timely submission **(every 5th day of the month)** of performance reports, TVET enrolment and graduates and other required reports shall be strictly observed.
3. All operating units in the Central Office shall utilize the online reporting through the TESDA Organizational Performance Reporting and Monitoring System (OPRMS).
4. The printing and publication or posting of processed, consolidated and analyzed information and data for information and reference of all concerned shall be done monthly.
5. The existing Corporate Information Systems shall utilize the following methods of official communication, reporting facility and sharing of files/documents:
   a. E-mail (tesda.gov.ph);
   b. Corporate Intranet (File Sharing);
   c. TESDA Organizational Performance Reporting and Monitoring System; and
   d. TESDA Training Management Information System (T2MIS).

6. Synchronized Planning Activities:

Activity	Date
Dissemination of 2020 Planning Guidelines	February 10, 2020
Submission of Executive Offices' 2020 OPCR	February 17, 2020
Submission of Regional Offices' 2020 OPCR	February 17, 2020
Assessment of the submitted OPCR (by Planning Office and Financial Management Office)	February 19-21, 2020
Endorsement of validated OPCRs to the concerned DDGs for final review and endorsement to the Director General	February 24, 2020
Endorsement of signed OPCR to the Director General	February 26, 2020
Approval of OPCRs by the Director General	February 27, 2020
Distribution of approved/signed OPCR to the concerned offices	March 2, 2020
Preparation and submission of IPCRs based on approved OPCR	March 3-6, 2020

A.3.   PROVISION OF INCENTIVES AND REWARDS

1. TESDA shall introduce and/or establish recognition and rewards for outstanding accomplishment and contributions in different levels and categories;
2. All local awards and recognition programs and mechanisms shall be officially recognized as additional basis or stepping blocks for higher/national awards;
3. Concerned Office shall develop a Points System as mechanism or basis to provide incentives or reward to TESDA employees who have shown exceptional character, courage and honesty in the performance of his duties as public servant;

A.4.   PROMOTION AND ADVOCACY

1. TESDA shall participate and/or organize major events and activities that will help promote TESDAs mandate and advocacies, particularly in promoting TVET as a preferred choice among the young people.
2. Intensify timely dissemination of relevant and latest news and information to clients, stakeholders, and prospective partners.
3. Increase the public's awareness and engagement on TESDA's scholarship programs through digital content on the official social media accounts and entice the target partners, clients and beneficiaries on the value and opportunities of TVET programs served by TESDA.
4. Raise the concept of TVET as a viable and respectable career path for the Filipino's using the 2-pronged strategic thrust.

A.5. CORPORATE EVENTS AND UNDERTAKINGS

To manage a coordinated conduct of high-level conferences, workshops and consultation activities and to maximize and/or expand the purpose or subjects covered of their official attendance/travel to such activity, the conferences/events shall be organized and rationalized. A Calendar of Events shall be published and updated regularly.

In terms of Directorate meetings, the following schedule shall be observed:

ACTIVITY/EVENT	ATTENDEES	FREQUENCY/PLANNED SCHEDULES
National Directorate Conference General Agenda: - Policies and Planning - Operations - Partnerships - Communities and Local Government	All CO-ExCom Members All Regional Directors All Heads of CO-PMOs TESDA-ACE representatives	Monthly
National and Provincial Directorate Conference	All ND members and All PDs and OIC - PDs	Quarterly
General Directorate Conference	All CO-ExCom Members All Regional Directors All Provincial Directors All TTI Administrators All Heads of CO-PMOs	Semestral
Provincial Directorate Conference	All Provincial Directors	Semestral
Administrators Conference	All TTI Administrators	Semestral

A.6. PARTNERSHIPS AND COLLABORATIONS

1. TESDA shall continuously pursue to establish more partnership/collaboration with industry, private corporations, local and international organization to generate additional resources, funds and facilities to help expand provision and delivery of skills training programs and other TESDA services;

2. TESDA shall reach-out and collaborate with special groups and organizations representing the poor, marginalized and underserved social groups as a means to organize and provide them skills and knowledge needed to overcome poverty and deprivation to government's social services;

3. Recognition and awards for partners shall be continuously pursued such as the Kabalikat Awards, etc. New and innovative mechanisms to encourage more partners to work and collaborate with TESDA shall also be developed.

A.7. TESDA Knowledge Management

1. An effective TESDA Knowledge Management System will be established and institutionalized to harness and optimize the use of the organization's knowledge assets and translate these to useful information for decision making.
2. TESDA management shall initiate the set-up of physical facility and IT infrastructure that will house and/or secure information, documents and paraphernalia bearing corporate importance.
3. Capacity building programs for TESDA employees on Knowledge Management and use of KM digital tools will be pursued.
4. The TESDA Knowledge Management Hub facility will serve as showcase and storage facility for past and present information, data and objects that represents stories and history of TESDA.

B. GASS

B.1. Administration of Personnel Benefits

1. TESDA shall abide to promptly provide all due benefits to TESDA personnel that are legal and provided by law subject to availability funds;
2. TESDA shall exert effort to continuously nurture healthy and cooperative relationship with the different union chapters of TESDA-ACE nationwide.
3. Participants, attendees and observers of high level/national/international fora, events and engagements shall prepare outright a 1-2 page briefer or factual report on the proceedings, results, commitments or actions carried out for monitoring and information of the concerned office/s. This document is over and above the standard documents/reports required by the office concerned;

General Administration and Support Services	Success Indicators
Integrity Development Plan	• 100% of the TESDA Efficiency and Integrity Development Plan (EIDP) programs/projects for 2020 implemented as scheduled • 100% SALN (including e-copies) of all staff submitted to oversight agencies by April 30, 2020
Strategic Performance Management System	• Annual OPCR Accomplishments with self-ratings submitted to Planning Office by January 15, 2020 • 100% TESDA officials with Career Executive Service Performance Evaluation System (CESPES) Ratings for January-June 2019 and July-December 2019 Reports submitted by June 30, 2020

	• 100% TESDA officials with Career Executive Service Performance Evaluation System (CESPES) Ratings for January-June 2020 submitted by December 31, 2020 • IPCR 2020 commitments (1st and 2nd sem) submitted to HRMD for Central Office by end of April 2020 (after receipt of the approved OPCR commitments) • IPCR accomplishments submitted to HRMD for Central Office on the 1st week of August 2020 for the 1st semester rating and 1st week of February 2021 for the 2nd semester rating

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 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
	• Quarterly 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 that 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

	NOTE: Requirements for the granting of PBB include liquidation of cash advances within the prescribed period. Failure to do so will mean disqualification from receiving the PBB.

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)
	• Qualified opinion on the CAAR's Financial Statement/ Value for Money Audit

Selection and Recruitment	• Issued appointments to 100% of COROPOTI vacant positions by end of December 2019
PRIME-HRM	• Conferment of PRIME-HRM Level II by 2nd semester
FOI Manual	• 100% of Requests for information requested through FOI provided, subject to provisions of People's FOI Manual and its exceptions.
Agency Procurement Compliance Performance Indicator (APCPI)	• APCPI submitted on or before March 31, 2020 as mandated by law. • Training for regional procurement focals on APCPI conducted by end of January 2018.

Transparency Seal and Compliance	• 100% compliance with Transparency Seal requirements in accordance with 2018 General Appropriations Act (GAA), IAFT 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 2020 GAA
	   ○ Modifications made pursuant to the general and special provisions in 2020 GAA
	   ○ Annual Procurement Plan (APP) for Common Used Supplies and Equipment (CSE) and non-CSE
	   ○ Posting of contracts awarded and the name of contractors/suppliers/consultants – every procurement activity
	   ○ Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1

	dated July 1, 2014
	o 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
	o System Ranking of Delivery Units and Individuals
	o Quality Management System Certified by international certifying body or Agency Operations Manual

	o Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013:
	  ▪ Pending Cases
	  ▪ Released Decision
	  ▪ Cases with Entry Judgement

	o Net Worth of Officials, as required under CSC Republic Act No. 6713
	o Status report on the COA findings and recommendations
Citizen's Charter/Anti-Red Tape Act (ARTA) Implementation	• At least 95% client satisfaction rate on Quality of Services and Qualities of Facilities achieved • 100% of client satisfaction feedback/complaints/recommendations acted upon as prescribed per process

Anti-Red Tape Act Requirements	• Posting in conspicuous places and on TESDA website of Citizen's Charter for frontline services
	• Presence of the following:
	  - Anti-fixer poster
	  - Manned Public Assistance Counter
	  - Courtesy lanes for elderly, differently abled and pregnant women
	  - No noon break poster
	  - Smoke-free poster
	  - Designated smoking area

Foreign Training Programs	• 100% of qualified officials and employees endorsed for foreign training programs
Facilities and Building Maintenance and Improvement	• TESDA facilities, buildings and equipment maintained based on the approved maintenance plan and priority findings for the structural integrity of the Administration Building implemented based on Consultant's recommendation
Green Program Implementation & Monitoring	• Green programs implemented and monitored year-round
RA 9184 Compliance	• 100% compliance to statutory provisions of Republic Act 9184 (Procurement Law)

2020 TARGET FOR ENROLLEES AND GRADUATES - INSTITUTION-BASED TRAINING

Region	Working age Population 15 years old & over ('000) *	% Share	No. of registered programs (as of December 2019)	% Share	50/50 share	2020 IBT Enrolled	2020 IBT Graduates
TOTAL	**72,932**		**16,123**			**840,295**	**756,266**
NCR	9,359	12.83%	2,250	13.96%	13.39%	112,548	101,293
CAR	1,298	1.78%	486	3.01%	2.40%	20,142	18,128
I	3,570	4.89%	852	5.28%	5.09%	42,768	38,491
II	2,443	3.35%	437	2.71%	3.03%	25,461	22,915
III	8,086	11.09%	1,961	12.16%	11.62%	97,683	87,915
IV-A	10,300	14.12%	1,639	10.17%	12.14%	102,047	91,842
IV-B	2,148	2.95%	493	3.06%	3.00%	25,221	22,699
V	4,220	5.79%	867	5.38%	5.58%	46,904	42,213
VI	5,568	7.63%	810	5.02%	6.33%	53,184	47,866
VII	5,426	7.44%	1,072	6.65%	7.04%	59,193	53,274
VIII	3,233	4.43%	572	3.55%	3.99%	33,530	30,177
IX	2,682	3.68%	710	4.40%	4.04%	33,952	30,557
X	3,388	4.65%	1,441	8.94%	6.79%	57,068	51,362
XI	3,584	4.91%	927	5.75%	5.33%	44,803	40,323
XII	3,222	4.42%	757	4.70%	4.56%	38,288	34,459
CARAGA	1,936	2.65%	396	2.46%	2.56%	21,472	19,325
BARMM	2,469	3.39%	453	2.81%	3.10%	26,028	23,425

*Source: * Philippine Statistics Authority, Annual Labor Force and Employment Estimates for 2019*
Note: In red font is the 2019 accomplishment on IBT enrollees

2020 TARGET FOR ENROLLEES AND GRADUATES - ENTERPRISE-BASED TRAINING

REGION	No. of registered programs (EBT programs) *	% Share	Average Enrolled in EBT (2017-2019)	% Share	No. of establishments (from PSA's list of Establishments with 10 emp. and above - 2018)	% Share	(35/35/30)	2020 EBT Enrolled	2020 EBT Graduates
TOTAL	**2,523**	**0.35**	**86,145**	**0.35**	**115,839**	**0.30**		**97,517**	**87,765**
NCR	152	6.02%	6,684	7.76%	38,329	33.09%	14.75%	14,384	12,946
CAR	101	4.00%	1,310	1.52%	1,683	1.45%	2.37%	2,310	2,079
I	206	8.16%	7,117	8.26%	4,169	3.60%	6.83%	6,659	5,993
II	502	19.90%	1,836	2.13%	2,206	1.90%	8.28%	8,076	7,268
III	519	20.57%	17,800	20.66%	11,583	10.00%	17.43%	16,999	15,299
IV-A	135	5.35%	27,739	32.20%	15,367	13.27%	17.12%	16,698	15,028
IV-B	65	2.58%	1,183	1.37%	2,004	1.73%	1.90%	1,854	1,669
V	32	1.27%	690	0.80%	3,403	2.94%	1.61%	1,566	1,409
VI	92	3.65%	3,736	4.34%	6,301	5.44%	4.43%	4,316	3,884
VII	110	4.36%	3,429	3.98%	9,756	8.42%	5.45%	5,311	4,780
VIII	86	3.41%	730	0.85%	2,465	2.13%	2.13%	2,075	1,868
IX	96	3.80%	2,377	2.76%	2,356	2.03%	2.91%	2,835	2,552
X	314	12.45%	5,780	6.71%	4,372	3.77%	7.84%	7,642	6,878
XI	33	1.31%	971	1.13%	6,236	5.38%	2.47%	2,406	2,166
XII	16	0.63%	3,435	3.99%	3,359	2.90%	2.49%	2,426	2,183
CARAGA	51	2.02%	1,233	1.43%	1,804	1.56%	1.68%	1,634	1,471
BARMM	13	0.52%	95	0.11%	446	0.39%	0.33%	326	294

*Source: * Number of EBT registered programs from T2MIS as of December 2019*
Note: In red font is the 2019 accomplishment on EBT enrollees

2020 TARGET FOR ENROLLEES AND GRADUATES - ENTERPRISE-BASED TRAINING

REGION	Working age Population *	% Share	Proposed Target for CBT Enrollees	Proposed Target for CBT Graduates
TOTAL	**72,932**		**1,551,110**	**1,395,999**
NCR	9,359	12.83%	199,046	179,142
CAR	1,298	1.78%	27,606	24,845
I	3,570	4.89%	75,926	68,334
II	2,443	3.35%	51,957	46,762
III	8,086	11.09%	171,972	154,775
IV-A	10,300	14.12%	219,059	197,153
IV-B	2,148	2.95%	45,683	41,115
V	4,220	5.79%	89,751	80,775
VI	5,568	7.63%	118,420	106,578
VII	5,426	7.44%	115,400	103,860
VIII	3,233	4.43%	68,759	61,883
IX	2,682	3.68%	57,040	51,336
X	3,388	4.65%	72,056	64,850
XI	3,584	4.91%	76,224	68,602
XII	3,222	4.42%	68,525	61,673
CARAGA	1,936	2.65%	41,175	37,057
BARMM	2,469	3.39%	52,510	47,259

Source: * Philippine Statistics Authority, Annual Labor Force and Employment Estimates for 2019
Note: In red font is the 2019 accomplishment on CBT enrollees

NTTA PROPOSED TRAINING CALENDAR

	Title of Program/Activity	Proposed Date of Conduct		Target Participants
		Start	**Finish**	
1	TRAINERS METHODOLOGY LEVEL I	January 20, 2020	March 4, 2020	TVIs Trainers
2	TRAINERS METHODOLOGY LEVEL I (COC 1)	February 10, 2020	February 14, 2020	TVIs Trainers
3	TRAINERS METHODOLOGY LEVEL I (COC 1)	February 10, 2020	February 14, 2020	TVIs Trainers
4	TRAINING FOR RLT OF RICE MACHINERY OPERATIONS NC II	February 17, 2020	February 21, 2020	TTI Trainers
5	TRAINIG FOR RLT OF DRYING AND MILLING PLANT SERVICING NC III	February 17, 2020	February 21, 2020	TTI Trainers
6	TRAINING FOR RLT OF SERVICE MOTORCYCLE/SMALL ENGINE SYSTEM	February 17, 2020	February 21, 2020	TTI Trainers
7	CONDUCTING TRAINING NEED ANALYSIS (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 10, 2020	February 14, 2020	TVIs Trainers
8	DEVELOPING TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 10, 2020	February 14, 2020	TVIs Trainers
9	DEVELOPING LEARNING MATERIALS (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 10, 2020	February 21, 2020	TVIs Trainers
10	DEVELOPING LEARNING MATERIALS FOR E-LEARNING (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 10, 2020	February 21, 2020	TVIs Trainers
11	DEVELOPING COMPETENCY ASSESSMENT TOOLS (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 17, 2020	February 21, 2020	TVIs Trainers
12	DESIGNING AND DEVELOPING MAINTENANCE SYSTEM (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 17, 2020	February 21, 2020	TVIs Trainers
13	FACILITATING DEVELOPMENT OF COMPENTENCY STANDARDS (LEADING TO TRAINERS METHODOLOGY LEVEL II)	February 10, 2020	February 14, 2020	TVIs Trainers

	Title of Program/Activity	Proposed Date of Conduct		Target Participants
		Start	**Finish**	
14	RLT ON INSTALLATION AND MAINTENANCE OF SOLAR-POWER IRRIGATION SYSTEMS (SPIS)	January 20, 2020	January 24, 2020	TVIs Trainers
15	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
16	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
17	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
18	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
19	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
20	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
21	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
22	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
23	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
24	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers
25	RLT FOR DEVELOP TRAINING CURRICULUM (LEADING TO TRAINERS METHODOLOGY II) (BLENDED ONLINE)	February 3, 2020	February 7, 2020	TVIs Trainers

	Title of Program/Activity	Proposed Date of Conduct		Target Participants
		Start	Finish	
26	Strategic Planning (Batch 1)	May 5, 2020	May 8, 2020	PPTIs and New Administratrors
27	Strategic Planning (Batch 2)	May 19, 2020	May 22, 2020	PPTIs and New Administratrors
28	Policy Research and Formulation (Batch 1)	July 7, 2020	July 10, 2020	Administratrors
29	Policy Research and Formulation (Batch 2)	July 14, 2020	July 17, 2020	Administratrors
30	Promotion and Marketing Strategies	May 12, 2020	May 15, 2020	VIS
31	Personnel Performance Evaluation	March 31, 2020	April 3, 2020	VIS
32	Curriculum Development (SEAMEO VOCTECH)	Sept. 21, 2020	Sept. 25, 2020	TTI Trainers
33	Trainers Methodology II - COC 1: Conduct Training Needs Analysis	March 2, 2020	March 6, 2020	TTI Trainers
34	Trainers Methodology II - COC 2: Develop Training Curriculum	March 9, 2020	March 13, 2020	TTI Trainers
35	Trainers Methodology II - COC 3: Develop Learning Materials	March 16, 2020	April 3, 2020	TTI Trainers
36	Trainers Methodology II - COC 4: Develop Competency Assessment Tools	May 11, 2020	May 15, 2020	TTI Trainers
37	Trainers Methodology II - COC 5: Design and Develop Maintenance System	May 18, 2020	May 22, 2020	TTI Trainers
38	Trainers Methodology II - COC 6: Develop Learning Materials for e-Learning	May 25, 2020	June 12, 2020	TTI Trainers
39	*Trainers Methodology II - COC 7: Facilitate Development of Competency Standards	July 20, 2020	July 24, 2020	TTI Trainers
40	Quality Management System in TVET - Module 1: Innovative Teaching and Learning for Industrial Changes due to Industry 4.0	April 20, 2020	April 22, 2020	TTI Trainers
41	Quality Management System in TVET - Module 2:Professional Development Training for TVET Teachers in Industry 4.0	April 23, 2020	April 27, 2020	TTI Trainers
42	Quality Management System in TVET - Module 3: Curriculum Design for Industry 4.0 Work Process	April 28, 2020	May 1, 2020	TTI Trainers

	Title of Program/Activity	Proposed Date of Conduct		Target Participants
		Start	Finish	
43	Quality Management System in TVET - Module 4: Quality Assurance and Quality Development in TVET	May 5, 2020	May 8, 2020	TTI Trainers
44	*Trainers Skills Upgrading Program Industry Immersion on Agriculture Sector	To be Identified	To be Identified	TTI Trainers
45	*Trainers Skills Upgrading Program Industry Immersion on Construction Sector	To be Identified	To be Identified	TTI Trainers
46	*Trainers Skills Upgrading Program Industry Immersion on Tourism Sector	To be Identified	To be Identified	TTI Trainers
47	*Trainers Skills Upgrading Program - Institution-Based Training on Agriculture Sector	To be Identified	To be Identified	TTI Trainers
48	*Trainers Skills Upgrading Program - Institution-Based Training on Construction Sector	To be Identified	To be Identified	TTI Trainers
49	*Trainers Skills Upgrading Program - Institution-Based Training on Tourism Sector	To be Identified	To be Identified	TTI Trainers
50	Health and Safety in the Workplace -HIV Updates and Awareness -Tobacco Control Updates and Awareness -Disaster Risk Management	To be Identified	To be Identified	TTI Trainers
51	21st Century Skills Training - TOT on Diskarte Modules of Sutherland (Batch 1)	3rd Quarter		TTI Trainers
52	21st Century Skills Training - TOT on Diskarte Modules of Sutherland (Batch 2)	4th Quarter		TTI Trainers
53	Tagsanay	August		TTI Trainers