

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AGENCY EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN (EIDP)
 CY 2017-2020

Program/Project Description	Annual Verifiable Target/Milestone	Responsible Office	Timeline
A. PROMOTING TRANSPARENCY			
1. Posting in the TESDA Website of the following:			
a. Annual net worth of all its Director-level officials based on their submitted Statements of Assets and Liabilities (SALN)	Data posted in the TESDA website and updated	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) 	Every end of the 1 st semester of each year
b. Status of administrative complaints / cases	Data posted and updated	<ul style="list-style-type: none"> • Legal Division (LD) / Administrative Service (AS) 	Every end of the quarter
c. Updated TESDA Citizen's Charter	Updated Charter posted in TESDA Website and in TESDA premises	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) • Process owners 	July 22, 2017
d. Management Actions on COA Audit Report	Updated data posted	<ul style="list-style-type: none"> • Accounting Division (AD) / Financial and Management Service (FMS) 	Every end of the year of the previous COA Annual Report
e. Transparency Seal per general provisions of the General Appropriations Act (Section 93) <ul style="list-style-type: none"> e.1. Agency's mandates and functions, names of its officials with their position and designation, and contact information; 	Updated data posted	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) 	Every end of the month
<ul style="list-style-type: none"> e.2. Annual reports 			

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i. FAR No. 1: SAAOBDB	Report submitted and posted	• Budget Division (BD) / Financial and Management Service (FMS)	30 days after the reference quarter
ii. FAR 4: Monthly Report of Disbursements	Report submitted and posted	• Accounting Division (AD) / Financial and Management Service (FMS)	30 days after reference month
iii. BAR No. 1: Quarterly Physical Report of Operations	Report submitted and posted	• Planning Office (PO)	30 days after the reference quarter
iv. FAR No. 5: Quarterly Report on Revenue and Other Receipts	Report submitted and posted	• Accounting Division (AD) / Financial and Management Service (FMS)	30 days after the reference quarter
v. Financial Plan (BED 1)	Report submitted and posted	• Budget Division (BD) / Financial and Management Service (FMS)	December of every year
vi. Physical Plan (BED 2)	Report submitted and posted	• Planning Office (PO)	December of every year
vii. Monthly Cash Program / Monthly Disbursement Program (BED 3)	Report submitted and posted	• Budget Division (BD) / Financial and Management Service (FMS)	December of every year
e.3. Approved Budgets and Targets	approved budgets and targets posted	• Budget Division (BD) / Financial and Management Service (FMS)	Once received from DBM

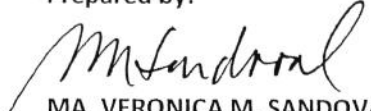
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e.4. Programs, projects and activities, beneficiaries, and status of implementation	Programs, projects and activities, beneficiaries, and status of implementation are posted	<ul style="list-style-type: none"> • Planning Office 	30 th day after reference quarter
e.5. Annual procurement plan i. FY 2017 Annual Procurement Plan in the format prescribed under GPPB Circular No. 07-2015	Annual procurement plans submitted and posted	<ul style="list-style-type: none"> • Procurement Division (PD) / Administrative Service (AS) 	As prescribed by GPPB and DBM
ii. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment as prescribed by DBM memo circular	Annual procurement plans submitted and posted	<ul style="list-style-type: none"> • Procurement Division (PD) / Administrative Service (AS) 	As prescribed by GPPB and DBM
iii. Posting of Bid Opportunities and Awards	Posted bid opportunities and awards in the following places: <ul style="list-style-type: none"> • TESDA Website • PhilGEPS • Conspicuous places within the vicinity of TESDA COROPOTI 	<ul style="list-style-type: none"> • Procurement Division (PD) / Administrative Service (AS) and its counterpart in Regional/Provincial Offices and TESDA Schools 	7 calendar days before bidding
B. STRENGTHENING ACCOUNTABILITY OF TESDA'S OFFICIALS AND EMPLOYEES			
1. Strengthening of Systems' Integrity and Efficiency			
a. Periodic conduct of internal audit (management, operations and compliance audits)	Audit report submitted to the Director General	<ul style="list-style-type: none"> • Concerned Executive Offices (Process Owners) • Counterparts in Regional Offices (ROs) 	Per audit plan and as needed
b. Strict implementation of rules and regulation on the liquidation of cash advance	100% of cash advances liquidated within the prescribed period pursuant to the provisions of COA Circular No. 2009-002 dated 18 May 2009; COA Circular No. 2012-004 dated 28	<ul style="list-style-type: none"> • Financial and Management Service (FMS) • Counterparts in the ROs 	As prescribed by COA Circular No. 2009-002 dated 18 May 2009; COA Circular No. 2012-004 dated 28 November

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	November 2012; CSC Resolution No. 040676 dated 17 June 2004 entitled "Policy Guidelines to Govern Liquidation and Cash Advances and the Penalty Imposed for Failure of Accountable Officers to Liquidate Within Prescribed Period" and the ruling of the Supreme Court in the case of Edna J. Jaca vs. People of the Philippines and Sandiganbayan (G.R. No. 166967; January 28, 2013)		2012; CSC Resolution No. 040676 dated 17 June 2004; and the ruling of Edna J. Jaca vs. People of the Philippines and Sandiganbayan (G.R. No. 166967; January 28, 2013)
c. Strict implementation of RA 9184 in the procurement of goods and services amounting to PhP 2 Million and above	Approved Award of Contract	<ul style="list-style-type: none"> • Procurement Division (PD) / Administrative Service (AS) • Bids and Awards Committee • TESDA Board 	
2. Quality assured TESDA Programs and Services			
a. ISO 9001:2015 Certification	Transition to and maintenance of ISO 9001:2015 Certification	<ul style="list-style-type: none"> • Management Division • Process Owners • Quality Manager • National Quality Management Committee 	Transition: 2017 Maintenance: 2018 onwards
b. Review, deliberation, and validation			
b.1 Prioritization of Qualifications for Training Regulation Development	Approved TESDA Board Resolution on prioritized Qualification for Training Regulation Development	<ul style="list-style-type: none"> • Planning Office (PO) • TESDA Board 	Annually
b.2 New and Revised Training Regulations	Number of Promulgated Training Regulations	<ul style="list-style-type: none"> • Qualifications and Standards Office 	Annually

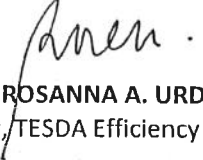
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		<ul style="list-style-type: none"> • TESDA Board 	
b.3 Assessment Fee determination	TESDA Board Resolution on Approved Assessment Fees	<ul style="list-style-type: none"> • Qualifications and Standards Office • TESDA Board 	Annually
c. Updating of Citizen's Charter	Updated Charter posted in TESDA Website and in TESDA premises	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) • Process Owners 	As needed
3. Sustaining a culture of excellence, innovativeness, and integrity among TESDA Officials and Employees			
a. Holding of moral and character development related activities	Implementation of programs per Workforce Training and Development Plan (WTDP)	<ul style="list-style-type: none"> • TESDA Development Institute (TDI) / Human Resource Management Division (HMRD) 	As scheduled per WTDP
b. Strict adherence to the TESDA Code of Conduct	Number of complaints received under the provision of the TESDA Code of Conduct	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) • Financial and Administration Service Division 	Daily
c. Conduct of random lifestyle check	Development of guidelines for implementation	<ul style="list-style-type: none"> • TESDA Efficiency and Integrity Board (TEIB) 	2017-2020
d. Implementation of Program on Awards and Incentives for Service Excellence (PRAISE)	Review and revision of PRAISE	<ul style="list-style-type: none"> • Human Resource Management Division (HRMD) / Administrative Service (AS) 	EO 2017

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e. Declaration Against Corruption	Signed Declaration of TESDA as a corrupt-free/drug-free agency	• Administrative Service (AS)	August 2017
C. OBSERVANCE OF THE RULE OF LAW			
1. Speedy resolution of administrative complaints/cases	100% disposition/resolution rate in accordance with the Revised Rules on Administrative Cases in the Civil Service	• Legal Division (LD) / Administrative Service (AS)	2017-2020
2. Quarterly monitoring of status of cases and complaints against TESDA officials and employees lodged with their respective agencies, Office of the Ombudsman, Sandiganbayan, CSC, and regular courts	Quarterly monitoring report posted	• Legal Division (LD) / Administrative Service (AS)	Continuing
3. Capacity building for complaint/case investigation that includes training on: a. Anti-corruption laws, rules and regulations b. Administrative Discipline Manual c. SALN Analysis and Lifestyle Check d. Other related modules	Training conducted among personnel involved on integrity and efficiency	• TESDA Development Institute (TDI) / Human Resource Management Division (HMRD)	As scheduled
D. DEMOCRATIC GOVERNANCE			
1. Forging of collaboration with oversight agencies (COA, CSC, OMB) and other NGAs and international bodies promoting transparency and democratic governance	MOAs signed and implemented based on the terms indicated in the agreement	• Administrative Service (AS)	2017-2020


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