

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**

**EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN (EIDP)**

2013-2016

<b>Program/Project Description</b>	<b>Annual Verifiable Target/Milestone</b>	<b>Responsible Office/ Agency</b>	<b>Timeline</b>
<b>A. PROMOTING TRANSPARENCY</b>			
1. Posting in the TESDA Website of the following:			
a. Annual net worth of all its 3 <sup>rd</sup> level officials based on their submitted Statements of Assets and Liabilities (SALN)	Data posted in the TESDA website and updated	Human Resource Management Division (HRMD) / Office of the Chief of Services for Administration (OCSA)	every end of the 1 <sup>st</sup> semester of each year
b. Status of administrative complaints / cases	Data posted and updated	Legal Unit / Office of the Chief of Services for Administration (OCSA)	Quarterly
c. TESDA Citizens' Charter	Updated Charter posted in TESDA Website and in TESDA premises	Human Resource Management Division (HRMD) / Office of the Chief of Services for Administration (OCSA)	End of the year
d. Management Actions on COA Audit Report	Updated Data posted	Accounting Division / Office of the Chief of Services for Administration (OCSA)	End of the year of the previous COA Annual Report
e. Transparency Seal per general provisions of the General Appropriations Act (Section 93) e.1. Agency's mandates and functions, names of its officials with their position and designation, and contact information; e.2. Annual reports, as required under National Budget Circular Nos. 507 and 507-A dated 31 January 2007 and 12 June 2007, respectively for the last three (3) years; e.3. Their respective approved budgets and corresponding targets immediate upon approval of this Act; e.4. Major programs and projects categorized in accordance with the five (5) key results areas under EO No. 43, s. 2011;	Updated Data posted	Budget Division, Human Resource Management Division (HRMD), Property and Supply Division (PSD), and Corporate Affairs Office (CAO)	End of the month as the case maybe

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e.5. The program/projects beneficiaries as identified in the applicable special provisions; e.6. Status of implementation and program/project evaluation and/or assessment reports; and e.7. Annual procurement plan, contracts awarded and the name of contractors/suppliers/ consultants.			
f. Continuous implementation of the Zero and Performance-Based Budgeting System	Approved Budget (Physical and Financial Plan – against OPIF)  Civil Society Organization Consultation Workshop	Corporate Affairs Office (CAO) and Budget Division / Office of the Chief of Services for Administration (OCSA)	For adoption in TESDA 2014 budget preparation
<b>B. STRENGTHENING ACCOUNTABILITY OF TESDA's OFFICIALS AND EMPLOYEES</b>			
1. Preventive Measures			
a. Strengthening of Systems Integrity to eliminate opportunities for corruption			
a.1. Conduct of Corruption Resistance Review for TESDA (survey of employees and self-assessment)	Review conducted and corresponding report prepared and analyzed	TESDA EIB Secretariat	Every 4 <sup>th</sup> Quarter
a.2. Conduct of Vulnerability Assessment (process mapping and corruption risk assessment)	Assessment / Analysis completed by 4 <sup>th</sup> quarter of 2012	TESDA EIB Secretariat	Every 4 <sup>th</sup> Quarter
a.3. Improvement of existing manuals of operations as follows:			
<ul style="list-style-type: none"> <li>➢ E-Procurement Manual</li> </ul>	Guidelines/Manual issued	Property and Supply Division (PSD) / Office of the Chief of Services for Administration (OCSA)	2013 and as needed

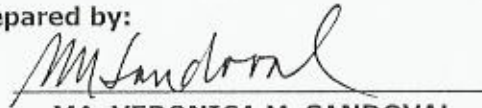
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> Financial Management	Updated Guidelines on Financial Management	Accounting Division / Office of the Chief of Services for Administration (OCSA)	2013 and as needed
a.4. Development of TESDA Internal Auditing Guidelines pursuant to PGIAM and NGCIS	Guidelines developed and disseminated	IAU	4 <sup>th</sup> Quarter 2013
a.5. Periodic conduct of internal audit (management, operations and compliance audits)	Audit report submitted to the Director General	IAU and its counterpart in ROs	Per audit plan and as needed
a.6. Regional Assessment Program (RAP) towards further improving TESDA's programs and projects at the regional and provincial levels	RAP carried out based on the RAP targets for each year that are also reflected in the performance commitments of each operating unit	CAO and COROPOTI	As needed
a.7. Installation and monitoring of CCTV cameras in TESDA premises, especially in areas where frontline services and transactions are done	<ul style="list-style-type: none"> <li>- CCTV cameras in identified areas at the TESDA offices and attached agencies installed and monitored by designated team</li> <li>- Guidelines issued</li> </ul>	OCSA and respective FASD of ROs	- Upon approval of the capital outlay
a.8. Installation of electronic feedback and complaints linked in the website	System installed in TESDA CO	TESDA Customer Satisfaction Committee	Monthly
a.9. Strict implementation of rules and regulations on the liquidation of cash advance	100% of cash advances liquidated within the prescribed period	OCSA and its counterparts in the ROs	Monthly
a.10. Fast tracking of the information systems development in the pipeline (see the other program description for this) – c/o PS	ISSP in place submitted to Information Communication Technology Office (ICTO) 2013 – 2015	CAO	2013-2015

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b. Sustaining a culture of excellence and integrity among TESDA Officials and Employees			
b.1. E-Briefing with feedback for all officials and employees on anti-corruption laws, rules and regulations	<ul style="list-style-type: none"> <li>- Module developed and implemented based on the approved schedule</li> <li>- 100% of employees of the TESDA and its attached agencies attended the e-learning sessions</li> </ul>	TESDA TEIB and its counterparts in the Regional TEIBs	End of 4 <sup>th</sup> Quarter of 2013 - 2016
b.2. Holding of moral and character development related activities for officials and employees	<p>Implementation of the following programs per 2013 Workforce Training and Development Investment Plan:</p> <ul style="list-style-type: none"> <li>1) Public Service Accountability <ul style="list-style-type: none"> <li>• Batch 1 -April 29-30, 2013</li> <li>• Batch 2 -May 27-28, 2013</li> </ul> </li> <li>2) Ethical Leadership <ul style="list-style-type: none"> <li>• June 10-11, 2013</li> </ul> </li> </ul>	TDI	As scheduled
b.3. Strict adherence of the TESDA Code of Conduct including the no-contact and no-gift/solicitation policy	Implementation by all TESDA offices	HRMD/OCSA and respective FASD in ROs	Daily
b.4. Signing of Integrity Pledge by all TESDA Officials and Employees	<ul style="list-style-type: none"> <li>- Pledge signed during the launching of the TESDA IDP</li> <li>- Template prepared</li> </ul>	TESDA EIB and Regional EIB	TESDA 19 <sup>th</sup> Anniversary (August 2013)

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b.5. Implementation of the existing PRAISE or the rewards and incentives system	<ul style="list-style-type: none"> <li>- Revised PRAISE approved by the Civil Service Commission (CSC) last December 10, 2012</li> <li>- TESDA PRAISE Committee Institutionalized</li> </ul>	HRMD, OCSA TESDA PRAISE Committee and Regional PRAISE Committee	2013 - 2016
b.6. Conduct of random lifestyle check	Development of guidelines for implementation	TESDA Efficiency and Integrity Board Team	2013-2016
<b>2. Punitive Measures</b>			
a. Speedy resolution of administrative complaints/cases, especially graft and corruption related complaints/ cases	100% disposition/ resolution rate in accordance with the Revised Rules on Administrative Cases in the Civil Service	Legal Unit/OCSA Administrative Complaint Committee, and the Regional; Administrative Complaint Committee	2013-2016
b. 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 submitted to the Secretary and the National Tripartite Efficiency and Integrity Boards	Legal Unit/OCSA	Legal Unit to submit required report to Department of Labor and Employment (DOLE) on the 5 <sup>th</sup> day of the month
c. Issuance of an updated Administrative Discipline Guidelines that includes the creation of Administrative Complaint Unit in all offices and a clear procedure in the handling of administrative complaints and cases	Implementing Guidelines issued	Legal Unit/OCSA	Starting 2013
d. Capacity building for complaint/case investigation that includes training on :	Training conducted among personnel involved on integrity and efficiency	TDI, Legal Unit, OCSA and IAU	2013-2016

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d.1. Anti-corruption laws, rules and regulations d.2. Administrative Discipline Manual d.3. SALN Analysis and Lifestyle Check d.4. other related modules			
<b>C. DEMOCRATIC GOVERNANCE</b>			
1. Operationalization of the TESDA Efficiency and Integrity Board (TEIB) including DOLE appointed private sector member pursuant to Department Order No. 109, series of 2011	<ul style="list-style-type: none"> <li>- TESDA Efficiency and Integrity Boards (TEIB) institutionalized through TESDA Order Nos. 97 and 26, series of 2011 and 2012, respectively.</li> <li>- Consultation meetings held and agreements reached</li> </ul>	TEIB Committee TEIB Secretariat	2013-2016
2. 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	OCSA	2013-2016

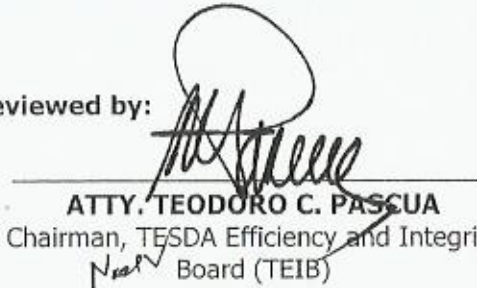
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