



**2020  
REVISED  
PLANNING  
GUIDELINES**



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# 2020 REVISED PLANNING GUIDELINES

*“Serbisyong ramdam at kapaki-pakinabang”*

## I. RATIONALE

In line with the agency’s efforts to continue to perform its mandate and serve the people amidst the ongoing COVID-19 pandemic, the **OPLAN TESDA Abot Lahat: TVET Towards a New Normal**, was prepared and disseminated through Memorandum No. 158 s. 2020 dated 21 April 2020. This shall serve as the primary reference of all TESDA Offices and operating units in carrying out its programs/activities/projects (PAPs) and targets for the year and until 2022.

The PAPs in the OPLAN are divided into three phases, following the three-phase approach of the National Economic and Development Authority (NEDA). **Phase 1 (Survival)** focuses primarily on health efforts to curb the effects of the virus; **Phase 2 (Transitional)** focuses on rebuilding consumer and business confidence; and **Phase 3 (Structural)** will involve the resumption of a "new normal" state of economic activity which is better prepared for another possible pandemic.

With the recent announcement of areas under ECQ and GCQ, re-alignment of 2020 scholarship funds amounting to P2.103B for the Social Amelioration Program, and the issuance of National Budget Circular No. 580 s. 2020 on the adoption of economy measures in the government, most of the agency’s programs/activities/projects (PAPs) and accomplishments will be affected. Also, with the need to adapt to the “new normal” where the practice of physical/social distancing is essential, the agency needs to come up with relevant policies and programs to help society adjust to the new normal.

These policies should be agile and flexible as we are now living in a VUCA (Volatile, Uncertain, Complex and Ambiguous) world.

As such, the revised Planning Guidelines is hereby presented to serve as reference to all operating units in the preparation of their respective OPCR.

## II. THE SECRETARY’S DIRECTIVES

In consideration of OPLAN TESDA Abot Lahat and the previously issued TESDA Directions for CY 2020 per Memorandum No. 032 s. 2020, the following directives are issued. For monitoring purposes, concerned offices/personnel are required to incorporate these directives in their respective OPCR/IPCR, as applicable.

### A. PRIORITY SECTORS

Agriculture remains to be the agency’s priority sector, as this will greatly contribute to the country’s thrust for food sustainability and security.

Health sector is another priority as this will help augment the need for more frontliners, as well as capacitate the communities in responding to health-related concerns.

Another priority sector is Construction as the government must enhance the Build, Build, Build program to bring us positive returns. Revving infrastructure projects is always an important aspect of the Build Build Build program as this will be a major bounce back mechanism post-COVID 19.

As such, the following directives are hereby issued:

- QSO to continuously develop and update Training Regulations/Competency Standards in the area of agri-fisheries, agri-business, agri-mechanization, agro-processing, agro-industrial, as well as in health and construction sectors;
- In case there are no TRs available, project-based implementation (project proposal) may be pursued for a just-in-time intervention;
- ROs to intensify establishment of training and assessment infrastructure for Agriculture, Health and Construction;
- ROPO, in coordination with PRLEC counterparts, especially NCIP and DA, to capacitate IP communities and other conflict-affected areas to become food production sites; and
- ROPOTI to advocate and encourage families in each community to establish mini organic farms or gardens as family enterprise for food sustainability and additional source of income.

## **B. OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) TARGETS**

The PAPs in FY 2020 OPCR of all operating units should be consistent with Phases 1 and 2 of OPLAN TESDA Abot Lahat to ensure that it is operationalized and the objectives in the OPLAN are attained. For the regional offices, targets per PAP should be recalculated in consideration of areas under ECQ and GCQ as approved by President Rodrigo Roa Duterte on 24 April 2020.

1. Areas where Enhanced Community Quarantine (ECQ) is maintained until May 15, 2020:

REGION	PROVINCE	
	High Risk	Subject for Review
NCR	• Entire NCR	
CAR		• Benguet
REGION I		• Pangasinan
REGION III	• Bataan • Bulacan • Nueva Ecija • Pampanga	• Tarlac • Zambales
REGION IV-A	• Entire CaLaBaRZon	
REGION IV-B	• Oriental Mindoro • Occidental Mindoro	
REGION V	• Albay • Catanduanes	
REGION VI		• Antique • Iloilo
REGION VII		• Cebu
REGION XI	• Davao del Norte	• Davao de Oro

	• Davao City	
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2. Areas where General Community Quarantine is implemented until May 15, 2020:

REGION	PROVINCE		
	Moderate Risk	Low Risk	Subject for Review
CAR		<ul style="list-style-type: none"> <li>• Apayao</li> <li>• Mt. Province</li> <li>• Ifugao</li> <li>• Kalinga</li> </ul>	<ul style="list-style-type: none"> <li>• Abra</li> </ul>
REGION I		<ul style="list-style-type: none"> <li>• Ilocos Sur</li> </ul>	<ul style="list-style-type: none"> <li>• Ilocos Norte</li> <li>• La Union</li> </ul>
REGION II		<ul style="list-style-type: none"> <li>• Batanes</li> <li>• Quirino</li> </ul>	<ul style="list-style-type: none"> <li>• Cagayan</li> <li>• Isabela</li> <li>• Nueva Vizcaya</li> </ul>
REGION III		<ul style="list-style-type: none"> <li>• Aurora</li> </ul>	
REGION IV-B		<ul style="list-style-type: none"> <li>• Palawan</li> <li>• Romblon</li> </ul>	<ul style="list-style-type: none"> <li>• Marinduque</li> </ul>
REGION V		<ul style="list-style-type: none"> <li>• Camarines Norte</li> <li>• Sorsogon</li> <li>• Masbate</li> </ul>	<ul style="list-style-type: none"> <li>• Camarines Sur</li> </ul>
REGION VI	<ul style="list-style-type: none"> <li>• Negros Occidental</li> </ul>	<ul style="list-style-type: none"> <li>• Guimaras</li> </ul>	<ul style="list-style-type: none"> <li>• Aklan</li> <li>• Capiz</li> </ul>
REGION VII	<ul style="list-style-type: none"> <li>• Negros Oriental</li> <li>• Siquijor</li> </ul>	<ul style="list-style-type: none"> <li>• Bohol</li> </ul>	
REGION VIII		<ul style="list-style-type: none"> <li>• Biliran</li> <li>• Eastern Samar</li> <li>• Leyte</li> <li>• Northern Samar</li> <li>• Southern Leyte</li> </ul>	<ul style="list-style-type: none"> <li>• Samar</li> </ul>
REGION IX		<ul style="list-style-type: none"> <li>• Zamboanga del Norte</li> <li>• Zamboanga Sibugay</li> </ul>	<ul style="list-style-type: none"> <li>• Zamboanga del Sur</li> </ul>
REGION X		<ul style="list-style-type: none"> <li>• Bukidnon</li> <li>• Camiguin</li> </ul>	<ul style="list-style-type: none"> <li>• Lanao del Norte</li> <li>• Misamis Occidental</li> <li>• Misamis Oriental</li> </ul>
REGION XI	<ul style="list-style-type: none"> <li>• Davao del Sur</li> <li>• Davao Oriental</li> </ul>	<ul style="list-style-type: none"> <li>• Davao Occidental</li> </ul>	
REGION XII	<ul style="list-style-type: none"> <li>• Sultan Kudarat</li> </ul>	<ul style="list-style-type: none"> <li>• Sarangani</li> </ul>	<ul style="list-style-type: none"> <li>• North Cotabato</li> <li>• South Cotabato</li> </ul>
REGION XIII		<ul style="list-style-type: none"> <li>• Agusan del Sur</li> <li>• Dinagat Islands</li> <li>• Surigao Del Sur</li> <li>• Surigao del Norte</li> <li>• Agusan del Norte</li> </ul>	

### C. THE “NEW NORMAL” PROTOCOLS

To ensure that the agency follows health and safety protocols in program implementation, the following measures should be done by all operating units:

- Conduct of online meetings/consultations, whenever possible, is hereby encouraged as mass gatherings will continue to be restricted or discouraged.
- Social activities, if online meetings/consultations are not possible, will remain limited, particularly those within ages 21 to 59, and not looking sickly, will be allowed to attend.
- Wearing of masks and bringing of hand sanitizers and alcohol will be the norm.
- Frequent washing of hands will continue to be promoted.
- Hygiene protocols, such as the presence of disinfection areas and disinfectants within easy access of everyone, health checks and temperature scanning should be in place.
- Workspaces will need to be re-configured to address the need for physical distancing.
- COROPOTI is encouraged to work and interact virtually, instead of face-to-face, by using online collaborative tools, whenever possible, in program implementation, as well as the monitoring of accomplishments
- Flexible-work arrangements, especially for senior citizens, pregnant women and those with underlying medical conditions, will have to be implemented.

### III. FY 2020 INDICATORS AND TARGETS

#### A. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT POLICY PROGRAM

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b><u>GAA Indicators</u></b>				
1.1	Percentage of stakeholders who rate policies/plans as good or better	94%	Filled-up questionnaires from the operating units	Planning Office
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
<b><u>TESD Policies and Plans</u></b>				
1.3	Percentage of issued policies affecting external partners/clients deployed	100%	Report on deployed policies to relevant stakeholders	Planning Office
1.4	Percentage of response rate obtained	90%	Filled-up questionnaires from the operating units	Planning Office
1.5	Quarterly updates on the Regional/Provincial TESD Plan implementation submitted	4	Quarterly updating of report card through a template based on the logical framework	Planning Office
1.6	Number of policy fora/stakeholders' fora conducted		After Activity Report	Planning Office
<b><u>TESD Committees</u></b>				

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
1.7	Number of TESDCs maintained and strengthened	16 – RTESDCs 81 - PTESDCs	Approved R/PTESDC Appointment	Planning Office
1.8	Number of meetings conducted	4	R/PTESDC Minutes of Meeting	Planning Office
1.9	Number of TESDC Resolutions submitted		R/PTESDC Resolutions	Planning Office
1.10	Quarterly R/PTESDC Status report submitted	4	R/PTESDC Status Report	Planning Office
1.11	Annual R/PTESDC Workplan submitted	1	Annual R/PTESDC Workplan	Planning Office
1.12	R/PTESDC Nominations submitted	as necessary	Signed nomination forms	Planning Office
<b>Industry Consultation</b>				
1.13	Number of industry consultation conducted		After Activity Report	Planning Office PLO
<b>Labor Market Information Report</b>				
1.14	Number of LMIRs developed and disseminated		Report on deployed LMIRs to relevant stakeholders	Planning Office
<b>National TVET Research Agenda (NTRA)</b>				
1.15	Number of researches evaluated and endorsed to National TVET Research Agenda		Policy Research or Technology Research submitted, endorsed and evaluated by NTRA	NITESD/ Planning Office
<b>Skills Need Anticipation</b>				
1.16	Regional Skills Priorities (RSP) developed/updated/maintained	1	Developed/updated RSP	Planning Office
1.17	Provincial Skills Priorities (PSP) developed/maintained	1	Developed/updated PSP	Planning Office

#### ▪ GUIDE IN IMPLEMENTATION:

1. Use online collaborative tools in the implementation and monitoring of accomplishments of above-mentioned indicators
2. Conduct online meetings/consultations whenever possible
3. Consider the payment of honoraria of TESDC members for meetings conducted online.

## B. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT REGULATORY PROGRAM

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>TVET Program Registration and Accreditation</b>				
2.1	Number of new programs registered (Full qualification by level)	1,210	Compendium of registered programs	Certification Office
2.2	Number of programs applied for STAR rating	370	Program applications reviewed	Certification Office
2.3	Number of programs accredited (STAR)	Conferment of accredited programs is	STAR-rated programs	Certification Office



PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
		targeted next year		
2.4	Percentage of programs application for STAR rating validated	100% validation based on review of documents; online validation will be piloted in selected TVIs-11 TVIs (10%) of 109 applicant TVIs	Program applications validated	Certification Office
2.5	APACC accreditation application processed	100% of applications received	Program applications reviewed/endorsed	Certification Office
2.6	Number of recognized Diploma programs aligned with PQF level 5 descriptor			NITESD/ QSO

▪ **GUIDE IN IMPLEMENTATION:**

1. Online Program Registration shall be adopted
  - Online conduct of orientation;
  - Online submission of requirements by TVIs;
  - Online conduct of inspection using online conferencing and other communication tools;
  - eSignatures on PDF documents shall be allowed; and
  - eCopy of the CTPR shall be sent through email of the TVI, from the official email of the TESDA Regional Office.
2. Options for alternative modes of training delivery in anticipation of future crisis shall be included as additional requirements on new applications for program registration.
3. Moratorium on the collection of fees for program registration shall be issued.
4. Targets on Program Registration shall be reduced by 1/12 for every month of ECQ.
5. STAR Program – conduct of validation by the External Validators shall be done online, for applicant TVIs who have skeletal workforce.
6. ROPO to make an inventory of all training providers offering e-learning, including those offering diploma programs. These should be reviewed and approved by the Regional Director.
7. Implementation of barangay farm laboratories or family-enterprise, family farm and other approaches shall be conducted by TESDA Technology Institutions, with registered programs in Agriculture and related qualifications. Only certified Trainer – Facilitators from the TTI or from partner organizations shall be tapped to conduct the program. Project proposals shall be submitted by the TESDA Provincial and Regional Directors, for approval of the Director General. Such approaches and models shall be documented for reference in developing program registration guidelines, for organizations or family enterprises who would like to register programs.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>Competency Assessment and Certification</b>				
2.7	Number of skilled workers assessed for certification	580,000 (40%* of target)	RWAC Report from T2MIS	Certification Office

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
2.8	Number of persons certified	533,000 (40%* of target)	RWAC Report from T2MIS	Certification Office
2.9	Number of persons assessed (CACW)	24,000 (40%* of target)	RWAC Report from T2MIS	Certification Office
2.10	Number of persons certified (CACW)	20,800 (40%* of target)	RWAC Report from T2MIS	Certification Office
2.11	Number of new assessors accredited	5% increase**	Registry of Accredited Assessors from T2MIS	Certification Office
2.12	Number of new assessment centers accredited	5% increase**	Registry of Accredited Assessment Centers from T2MIS	Certification Office
2.13	Capacity-building for Regional Lead Assessors trained	200	After Activity Report	Certification Office
2.14	Number of Provincial Lead Assessors trained	---	Report from ROPOs	ROPOs
2.15	No. of Competency Assessors in Tourism and other identified qualifications in CAMP ASSESS	200	After Activity Report	Certification Office
<b>GAA Indicators</b>				
2.16	Percentage of TVET graduates that undergo assessment for certification	86%	RWAC Report from T2MIS	Certification Office
2.17	Percentage of skilled workers issued with certification within seven (7) days of their application	90%	Tracking Sheets	Certification Office

\* Assuming Conduct of Face to face (with physical distancing) assessment can be resumed by last quarter 2020, in addition to Portfolio Assessment and other assessment methodologies to be adopted.

\*\* 2019 target is 20% increase from previous year's level

#### ▪ GUIDE IN IMPLEMENTATION:

1. Suspend conduct of assessment until extended ECQ is lifted, subject to the guidelines of IATF. This is because Competency Assessment Tools requires face to face demonstration and questioning and written test, as indicated. Until such time that technology-based conduct of assessment has been developed or adopted/adapted, conduct of assessment shall be suspended.
2. In Low - risk areas / general community quarantine (GCQ) areas, conduct of assessment shall be guided by both IATF and Local Government guidelines on conduct of classes and similar activities, such as assessment.
3. Conduct of Portfolio Assessment shall be vigorously pursued in lieu of the demonstration and other face-to-face method of assessment, particularly for those with work experience. This shall be implemented by the Certification Office as provided in TESDA Circular no. 118 s 2019, through online submission of required documentary evidences. The Certification Office shall come up with the Operating Procedure on Portfolio Assessment.
4. Targets shall be reduced by an average of 1/12 for every month that conduct of assessment is suspended. With the assumption that

activities may be conducted, subject to safety measures, starting September, total targets are reduced to 40% of original target.

5. Adopt industry-based certification and technology-based assessment tools, as appropriate. The QSO shall identify and adopt/adapt other modes of assessment that may be implemented by the ROPOs, e.g. online assessment, output-based assessment, assessment through online collaboration tools, etc.
6. Issue E-copy of NC/COC (new and renewal)
  - Provincial Offices shall send the e-copy directly to the certified persons from their official tesda.gov.ph addresses. **No Certificates** shall be issued to the Assessment Centers.
  - NC / CoC fee of P50.00 shall be waived, and shall be charged upon claiming of the original copy at the Provincial Office.
7. Training Methodology Certificates, National TVET Trainers Certificates, Certificates of Accreditation of Assessment Centers and Competency Assessors shall likewise be sent through their respective emails. Meanwhile, all original TMC, NTTC, NC/COC and Certificates of Accreditation shall be safe-kept by the TESDA Provincial Office until such time that they can be released face to face to clients.
8. Adopt online methods in the Accreditation of Assessment Centers and Competency Assessors. Virtual conduct of orientation, online submission of application and supporting documents, issuance of Certificate of Accreditation to ACs and CAs through eCopy that will be sent through email of concerned successful applicants by the issuing Provincial Office.
9. Other fees such as accreditation and re-accreditation of Assessment Centers, Competency Assessors shall also be suspended. However, requirements for the accreditation / re-accreditation shall be maintained. Fees shall be charged upon claiming of original certificates.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>Compliance Audit</b>				
2.18	Percentage of Assessment Centers Audited	100%	Duly accomplished TESDA-OP-CO-02-F06-RO Form	Internal Audit Service
<b>GAA Indicators</b>				
2.19	Percentage of registered accredited TVET programs audited	100%	Duly accomplished TESDA-OP-CO-02-F06-RO Form	Internal Audit Service
2.20	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

▪ **GUIDE IN IMPLEMENTATION:**

1. The inter-regional audit shall still be pursued, in consideration of the ECQ and GCQ guidelines.
2. Internal Audit Service shall prepare guidelines in the conduct of virtual auditing to TVIs for Programs under UTPRAS in regions with stable and good internet connectivity. However, in regions where virtual auditing is not feasible, the alternative mode to be used is blended on-line and table audit/document review.

3. Blended On-line and Table audit/document review may be conducted for the following:
  - Programs NOT virtually audited (who have undergone table audit only) due diligence must be observed by the Provincial Offices to ensure that TVIs follow the Programs Registration requirements and its program implementation;
  - Follow-up physical audit may be done when things normalize (after the lifting of ECQ, it is not expected that things would immediately normalize).
4. Moreover, the conduct of compliance audit for accredited Assessment Centers shall focus on two (2) areas, namely 1.) Actual conduct of assessment and 2.) continuous compliance to TESDA's requirements. Considering that the Agency's policy requires that all accredited ACs shall have installed a workable/operational CCTV, the following mode in the conduct of compliance audit thereto shall be done, to wit:
  - To validate the actual conduct of assessment, the recordings in surveillance camera/CCTV shall be the basis for the audit. Provided however, that the recordings made shall ensure a clear audio and video coverage.
  - To check and validate the continuous compliance with the TESDA's accreditation requirements, the audit can be made thru blended on-line submissions of requirements and table audit.
5. A detailed guideline on the conduct of compliance audit for accredited ACs shall likewise be prepared by IAS for this purpose.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>GAA Indicator – Tie-ups to Industry</b>				
2.21	Percentage of TVET programs with tie-ups to industry	42%	Duly accomplished TESDA TVET Partnership Monitoring System (TTPMS)	Partnerships and Linkages Office

▪ **GUIDE IN IMPLEMENTATION:**

1. Use online collaborative tools in the implementation and monitoring of accomplishments of above-mentioned indicator.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>GAA Indicator – TR/CS/CATs Development</b>				
2.22	Number of consultations, orientations and workshops for development of competency standards/training regulations and competency assessment tools	200	Number of consultations, orientations and workshops conducted by QSO	Qualifications and Standards Office

▪ **GUIDE IN IMPLEMENTATION:**

1. QSO may conduct online meetings during the development and validation of TRs/CS and CATs

## C. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT PROGRAM

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>TESDA Technology Institutions</b>				
3.1	Number of TTI enrollees		Report from T2MIS	ROMO
3.2	21st Century Skills integrated in all TTI programs			NITESD
<b>GAA Indicator</b>				
3.3	Number of TTI graduates	182,867	Report from T2MIS	ROMO

### ▪ GUIDE IN IMPLEMENTATION:

1. Implement online or blended learning for TVET learners
2. Produce baked products/snacks (eg. cupcakes, muffins, cookies) and other agri farm produce (eg. eggs, and vegetables) for the frontliners through training-cum-production
3. Expand agriculture-related programs and establish and maintain mini-organic farms to produce agriculture products that can be distributed to target beneficiaries
4. Produce PPEs (e.g. face masks, face shields, protective body suits, goggles, hand sanitizer and surface disinfectants) for the frontliners, hospitals and other government agencies through training-cum-production
5. Utilize mobile training vans and mobile learning facilitators under the TTIs in the conduct of trainings in the communities/barangays

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b>Scholarship Programs</b>				
3.4	Number of TWSP subsidized enrollees	103,814	Report from T2MIS	SMD - ROMO
3.5	Number of TWSP subsidized graduates	98,623	Report from T2MIS	SMD - ROMO
3.6	Number of PESFA enrollees	9,950	Report from T2MIS	SMD - ROMO
3.7	Number of PESFA graduates	9,453	Report from T2MIS	SMD - ROMO
3.8	Number of STEP enrollees	51,712	Report from T2MIS	SMD - ROMO
3.9	Number of STEP graduates	49,126	Report from T2MIS	SMD - ROMO
3.10	Number of UAQTEA enrollees	46,916	Report from T2MIS	SMD - ROMO
3.11	Number of UAQTEA graduates	44,570	Report from T2MIS	SMD - ROMO
3.12	Number of RESP enrollees		Report from T2MIS	SMD - ROMO
3.13	Number of RESP graduates		Report from T2MIS	SMD - ROMO
<b>GAA Indicators</b>				
3.14	Number of graduates from technical education and skills development scholarship programs	201,500	Report from T2MIS	SMD - ROMO
3.15	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

### ▪ GUIDE IN IMPLEMENTATION:

1. Pursuant to the Bayanihan to Heal as One Act, funds that are classified “For Later Release (FLR)” in the GAA 2020 are declared “abandoned for the duration of the State of Emergency”. A total of 2.103B is directly re-aligned by DBM for IATF use. These are:

**Technical Education and Skills Development Authority  
FY 2020 Scholarship Programs Targets under FLR Fund**

Particulars	Amount	Physical Target	
		Enrolled	Graduates
TWSP	875,000,000.00	82,547	78,419
STEP	203,000,000.00	12,623	11,991
Tulong Trabaho	1,015,000,000.00	19,691	18,706
BKSTP	10,000,000.00	1,333	1,266
<b>Total</b>	<b>2,103,000,000.00</b>	<b>116,194</b>	<b>110,382</b>

2. The remaining funds are prioritized to address the immediate needs of the national government under the State of Emergency. These are in:
  - Production of PPEs and other products related to CoVid19 front- line service;
  - Training and other assistance related to food security and its support industries;
  - Stimulus Training Package and other assistance to affected sectors during the crisis - workers of the MSMEs, returning OFWs, IP communities and other marginalized sectors under EO 70; and
  - Capacity building programs for Trainers to include Trainers’ Training on “Using Online and Blended learning systems”.
3. Implement approved scholarship programs with more flexible training delivery arrangements, such as a shift from face-to-face learning to blended and/or full online learning for TESDA scholars.
4. Training Portfolio for RPL (training certificates of completion from online courses, video documentation, actual output of the scholars) can be recognized for partial requirements of the scholarship.
5. As most of the qualifications that are covered in the scholarship programs still require face-to-face and actual demonstration of the required tasks, the scholars still need to undergo the institutional assessment.
6. Conduct of Training Induction Program via online or video conferencing is encouraged and part of the “new normal protocol”.
7. During training and assessment, the “new normal” protocols include social distancing, infection prevention and other control measures required by the DOH and these will be strictly implemented.
8. ALL scholars (including TWSP scholars) will be given Training Support Funds and other allowances for Health protection Gear (facemasks, faceshield, gloves, sanitizer and alcohol) and internet connection.
9. TWSP and STEP funds will be used to target all affected workers due to ECQ and GCQ during the pandemic crisis of CoVid19. Hence, the TSF will be based on the 75% of the average minimum wage rate of P245 per day.
10. Use of cash card through Landbank, or mobile wallets (eg. Pay Maya), will be implemented for the distribution of Training Support Fund for TESDA scholars.

11. A post-training fund assistance will be earmarked which may include procurement of toolkits that are available with the community, design and production of equipment that may be needed for setting-up of business or other livelihood opportunities. The approval of such assistance is based on the area needs of the community, using the whole-of-nation approach, and through project proposal-based approval.
12. Flexible processing of DVs using online submission of documents first then submission of hard copy upon verification of completeness.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b><u>Institution-based Training (IBT) Program</u></b>				
3.14	Number of IBT enrollees		Report from T2MIS	ROMO
3.15	Number of IBT graduates		Report from T2MIS	ROMO
<b><u>Enterprise-based/Apprenticeship Training (EBT) Program</u></b>				
3.16	Number of EBT enrollees		Report from T2MIS	ROMO
3.17	Number of EBT graduates		Report from T2MIS	ROMO
<b><u>Community-based Training (CBT) Program</u></b>				
3.18	Number of CBT enrollees		Report from T2MIS	ROMO
3.19	Number of CBT graduates		Report from T2MIS	ROMO
3.20	Number of community-based programs for marginalized sectors or groups conducted			CLGUS/ NITESD/ ROPO
3.21	Community skills development models developed			CLGUS/ NITESD/ ROPO
3.22	Percentage of poor communities/municipalities reached (4th, 5th and 6th class municipalities) reached			CLGUS/ NITESD/ ROPO
<b><u>Skills Training Program for Special Clients</u></b> (Drug Dependents, Rebel Returnees, Dependents of KIA/WIA, Inmates and their Families, Indigenous Peoples and Cultural Communities, Displaced Women, PWD, Senior Citizens, Victims of disasters and calamities, Comprehensive Agrarian Reform Program. OFW Repatriation, DOTR PUV Modernization Program)				
3.29	Number of enrollees		Report from T2MIS	ROMO/ CLGUS
3.30	Number of graduates		Report from T2MIS	ROMO/ CLGUS
3.31	Number of assessed		Report from T2MIS	ROMO/ CLGUS
3.32	Number of certified		Report from T2MIS	ROMO/ CLGUS
<b><u>Trainers' Development Program</u></b>				
3.23	Number of learning facilitators trained in TM		Report from T2MIS	NTTA/ NITESD
3.24	Number of learning facilitators provided with skills upgrading			NTTA/ NITESD
3.25	Number of learning facilitators trained in higher qualifications			NTTA/ NITESD
3.26	Number of learning facilitators given industry immersion	at least 25% of TTI learning facilitators		NTTA/ NITESD
3.27	Multipliers training conducted			NTTA/ NITESD
3.28	Number of trainers on 21st century		Report from T2MIS	NTTA/

PERFORMANCE INDICATORS	TARGET	EVIDENCE	OPR
skills trained			NITESD

▪ **GUIDE IN IMPLEMENTATION:**

1. Suspension of classes were issued in March 17, 2020. This shall continue until the extended ECQ is lifted.
2. Targets shall be reduced by an average of 1/12 for every month that conduct of training is suspended.
3. NITESD to develop guidelines on flexible learning delivery
4. NTTA to conduct capability building programs for learning facilitators to capacitate them in the implementation of blended learning programs
5. NLSI to conduct Language Skills Training Programs through online conferencing and communication tools such as webinars.
6. Develop multi-dimensional/cross sectoral program packages in agriculture which can be delivered in the communities using the family farms or barangay lots as laboratories (e.g. organic vegetables + carpentry/welding for livestock house or solar for irrigation – EIM for electricity for hydroponics)
7. Develop and implement project-based programs (project proposals) for programs without promulgated TRs, as just-in-time intervention
8. Advocate and encourage families in each community, in cooperation with the LGUs and other organizations, to establish mini organic farms as family enterprise for food sustainability and additional source of income
9. Capacitate communities, especially IP communities and conflict-affected areas, to become food production sites
10. Expand the implementation of Mobile Training Laboratory (MTL) to serve far-flung areas, and equip with computers and internet connectivity to introduce TESDA Online Programs and/or television sets, video players and instructional videos.
11. Develop support mechanisms for CTECs, as a TVET infrastructure, at the municipal and provincial level.
12. Identify priority barangays set by the NTF70 that are not highly affected by the pandemic and localized community quarantines
13. Reassess plan on the Priority Barangays of the NTF70 for the development of MSM Farming (Micro, Small and Medium Scale Farming)
14. Conduct training using blended modalities to priority barangays under EO 70
15. Conduct training for identified priority barangays for small scale CBT induction focusing on agri-related technology and skills
16. Harness/expand partnerships with other agencies, as Chair of PRLEC, in the conduct of training for the following (both for learning facilitators and learners):
  - Agriculture, in partnership with DA, DAR, private sector, IP community leaders
  - Barangay Health Services in partnership with DILG
  - Security Services in partnership with PNP
  - Priority programs for special clients and IP communities in coordination with the DND and other concerned agencies



PERFORMANCE INDICATORS	TARGET	EVIDENCE	OPR
<b>GAA Indicator – Technical Assistance to Training Institutions/Establishments/Assessment Centers</b>			
3.33	Number of training institutions/establishments/assessment centers provided with technical assistance	5,842	Technical Assistance Reports Certification Office

▪ **GUIDE IN IMPLEMENTATION:**

1. ROPO may conduct online meetings/consultations/orientations with training institutions/establishments/assessment centers
2. Use online collaborative tools in the implementation and monitoring of accomplishments of above-mentioned indicator.

**D. SUPPORT TO OPERATIONS**

PERFORMANCE INDICATORS	TARGET	EVIDENCE	OPR
<b>Communication Program</b>			
4.1	Number of press briefings with media members or dialogue with stakeholders conducted and covered		Documentation on press briefings or dialogues conducted PID
4.2	Number of press releases about TESDA's programs and success stories drafted, edited, published and monitored		Press releases submitted PID
4.3	Number of postings (news release, photo release, shared articles) posted each day Mondays to Fridays on TESDA Official FB page		Proof of postings submitted PID

▪ **GUIDE IN IMPLEMENTATION:**

1. Develop and publish advocacy materials on TESDA Online Program, and other TESDA programs, in tri-media, TESDA website and other social media platforms

PERFORMANCE INDICATORS	TARGET	EVIDENCE	OPR
<b>Maintenance of TESDA Quality Management System (QMS)</b>			
4.4	ISO certification sustained (ie. ISO 9001:2015)		Certification issued by 3 <sup>rd</sup> Party Certification Body FMS-MD
4.5	100% Internal Quality Audit in all operating units conducted		IQA Reports FMS-MD
4.6	Regional/Provincial Quality Management Committee Meeting conducted	1	Management Review Minutes of Meeting FMS-MD
4.7	Capability-building programs on Quality Management System conducted (ROPOTI initiated)		FMS-MD
4.8	Quarterly monitoring of the Corporate Registry of Relevant Risks and Opportunities (RRRO)	4	Updated RRRO FMS-MD

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
4.9	PQA Application Development		Preparation of PQA Application Report	FMS-MD

▪ **GUIDE IN IMPLEMENTATION:**

1. With TESDA's ISO Certification valid until February 2021, Re-Certification shall not be later than September 2020 unless new schedule/timelines will be set by the Certification Body;
2. Virtual audits and other alternative modes of audit, aside from face-to-face audit, may be employed for the conduct of ISO 9001:2015 internal and 3rd party audits.
3. Document review or table audit transmitted through electronic correspondence may be conducted in regions where virtual internal quality audit is not possible.
4. Conduct online National/Regional/Provincial Quality Management Committee Meetings whenever possible
5. COROPO initiated ISO and QMS related capability-building programs for all COROPOTI personnel may be done through virtual classrooms and online group discussions.
6. RRROs should include risks and opportunities related to COVID-19.
7. TESDA will continue with the PQA capability program and shall abide by the new directives/directions of the DTI Competitiveness Bureau and PQA Planning Committee on the processing of applications for PQA.

PERFORMANCE INDICATORS		TARGET	EVIDENCE	OPR
<b><u>Information and Knowledge Management System</u></b>				
4.10	Number of KM Tools developed and installed			PO-LMID
4.11	Number of KM systems developed and installed			PO-LMID
4.12	Number of Information Systems designed and developed	At least 2	Approved TORs	ROMO-MITD
4.13	Information Technology (IT) infrastructure enhanced/maintained	Data servers	Approved TORs	ROMO-MITD
4.14	Quality systems installed/maintained			ROMO-MITD

▪ **GUIDE IN IMPLEMENTATION:**

1. Acquire technology tools for video conferencing, agency-wide use of digital signature for Directors, other collaborative and monitoring system, better telecom system which covers COROPOTI
2. Upgrade ICT capacity and operations on online programs
3. Expedite negotiation agreement for 911TESDA
4. Improve IT infrastructure (both hardware and software) for the TESDA Online Program courses
5. eTESDA to develop and/or procure courses from other institutions offering online programs, to add more courses in the TESDA Online Program
6. eTESDA to develop the TOP-Learning Management System to easily track learner progress and performance

7. eTESDA to develop agricultural training courses for both urban and rural set-up to enable the learners to acquire skills in growing ready to eat crops
8. NTTA to develop/procure/partner with institutions offering online programs for trainers' training on online and blended learning

## **E. GENERAL ADMINISTRATIVE SUPPORT SERVICES**

1. All operating units to revise the PAPs and budget in the OPCR based on NBC No. 580 s. 2020 on the adoption of economy measures in the government due to the emergency health situation.
2. AS to provide guidelines on work arrangements for TESDA offices under ECQ and GCQ, as well as after the lifting of ECQ by May 15, 2020.
3. AS and FMS to consider the provision of communication allowance to TESDA personnel who are working from home, subject to the guidelines issued by CSC, DBM and COA.

All other P/A/Ps and success indicators included in the previously issued FY 2020 Planning Guidelines for Support to Operations (STO) and General Administrative Support Services (GASS) should be included in all operating units' OPCR.