TESDA CIRCULAR

Subject: Guidelines in the Submission of Reports		Page 1 of 3 page/s Number 053, series of 2019
Date Issued: June 10, 2019	**Effectivity:** Immediately	**Supersedes:**

This Circular is issued to provide guidelines in the submission of timely reports to the Director General.

I. BACKGROUND/RATIONALE

At present, TESDA has two in-placed reporting system that provide data on the operational activities/accomplishments of the operating units:

1. Organizational Performance Monitoring and Reporting System (OPMRS+). It is a web-based reporting system containing information on the office performance indicators based on the Office Performance Commitment and Review (OPCR), operational target and monthly accomplishments.

2. TESDA Training Management Information System (T2MIS). A database of TESDA scholarship programs containing information on Enrolled, Graduates, Assessed and Certified (EGAC).

Meanwhile updates and analysis on particular projects/programs being handled by certain Executive Offices/Process Owners in the Central Office are being reported thru Google Drive.

These reporting systems did not cover yet the monitoring of the priority programs of the President and his various directives to TESDA, the priority thrusts of TESDA Secretary, the day-to-day operational activities and administrative accomplishments of the ROPOTI. Hence, the need to establish a policy that will provide guidelines in the submission of these reports.

II. OBJECTIVE

These guidelines aim to provide a policy on the timely submission of reports to the Director General that will be used for his policy direction, informed decision, and reports to the President.

III. TYPE OF REPORT

The following are the reports that will be submitted by the Process Owners and Regional Offices to the Director General thru ROMO - TESDO based on the indicated timeline using the attached report format:

1. **After Activity Report** – report on relevant activities of the COROPOTI such as important meetings/conferences/activities attended that the Secretary needs to know, opening/closing program of scholarship programs implemented, and the like, which shall be submitted within 48 hours after the activity.

2. **Incident Report -** report on any incident that happened in COROPOTI affecting its administrative or operational activities for the immediate information of the Secretary which shall be submitted within 24 hours after the incident.

3. **Special Report** – report in compliance to the instruction of the Director General which shall be submitted based on the timeline as directed.

4. **Monthly Report** – report on the summary of monthly administrative and operational activities of the ROPOTI such as scholarship programs implemented, compliance to the directives of the President, special projects implemented, advocacy efforts, financial accomplishments of the region (disbursement and obligation rate), partnership and linkages effort, scholarship implemented by the TVIs, and the like. This report shall be submitted every 2nd day of the month with the corresponding assessment and analysis. The Process Owners must likewise submit a monthly report to TESDO – ROMO every 2nd day of the month.

IV. GUIDELINES

1. To ensure an updated and accurate information in the T2MIS and OPMRS+ and facilitate the timely submission of reports to the Director General, the following shall be observed:

   a. All TTIs and TVIs shall update the data in the T2MIS on enrolled, graduates, assessed, certified and employed, every Monday and Tuesday.

   b. The Regional and Provincial Offices shall check and validate the data in the T2MIS to ensure accuracy of the inputs on enrolled and graduates of all TVIs and TTIs every Wednesday.

   c. The Certification Office shall check and validate the data in the T2MIS to ensure accuracy of the inputs on assessed and certified every Wednesday.

   d. The PO-LMID shall submit an updated T2MIS data to ROMO – TESDO every Thursday.

2. Process Owners and ROPOTI shall encode and update their respective accomplishment reports through the ROMO's Google Drive shared documents every Wednesday.

3. The ROMO-TESDO shall consolidate, evaluate and analyze the submitted reports by the Process Owners and ROPOTI for submission to the Director General every Friday.

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4. The ROMO-TESDO shall provide all DDGs, EDs, and RDs copies of the Reports submitted to the DG.

This Order takes effect as indicated.

SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE
Director General

AFTER ACTIVITY REPORT

FOR : **Deputy Director General, TESDO**

THRU : Regional Operations Management Office

FROM : (Regional Office)

SUBJECT : Activity Report on _____(Name of event)_____

DATE :

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1. **Reference** (relevant document and/or directive regarding the activity).

2. Narrative Report

   Reminders:

   - Narrative report of the COROPOTI's activities that the Secretary needs to know. This information includes the 5 W's (*what, when, where, who and why)* and how of the event/activity.
   - The details should also contain the goal, objectives, beneficiaries and/or participant and expected output from the activity, as applicable.
   - Pictures of the activity must also be attached in the report for reference.
   - This document must be submitted within 48 hours after the activity.

3. Respectfully submitted for the information of the Director General.

(Signed)
Regional Director

INCIDENT REPORT

FOR : **SECRETARY ISIDRO S. LAPEÑA, PhD, CSEE**
Director General/Secretary

THRU : **Deputy Director General, TESDO**

FROM : (Regional Office)

SUBJECT : Incident Report on _____(Incident)_____

DATE :

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1. Narrative Report

Reminders:

- Narrative content of the incident which includes the 5 W's (*what, when, where, who and why)*.
  - ✓ A detailed information must be provided in the report; and
  - ✓ Actions taken to address the situation/incident must be included in the report.
  - ✓ Recommendation, if applicable
- A follow-up report or updated status of the incident must also be submitted.

- Pictures of the activity must also be attached in the report for reference and perusal.

2. Respectfully submitted for the information of the Director General.

(Signed)
Regional Director

SPECIAL REPORT

FOR : **SECRETARY ISIDRO S. LAPEÑA, PhD, CSEE**
Director General/Secretary

FROM : (Regional Office)

SUBJECT : Special Report on _____(Name of event/activity)_____

DATE :

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1. **Reference** (relevant document and/or/directive).

2. **Background**

   Reminders:

   - Content of the special reports must include the following:
     - ✓ Brief summary of the instruction/event
     - ✓ A detailed timeline information, if appropriate
     - ✓ Actions taken and results

   - Pictures of the activity must also be attached in the report for reference and perusal.

3. **Recommendation**

(Signed)
Regional Director

FOR : **Deputy Director General, TESDO**

THRU : Regional Operations Management Office

FROM : (Regional Office)

SUBJECT : **Monthly Accomplishment Report for** (Month) 2019

DATE :

BACKGROUND

- Narrative report providing general information of the Regional Offices and its field offices. Discussion may also include the unique situation in their area of responsibilities, man power capabilities and other operational information.

ACCOMPLISHMENTS

- Summary of monthly administrative and operational activities of the ROPOTI such as scholarship programs implemented, compliance to the directives of the President, special projects implemented, advocacy efforts, financial accomplishments of the region (disbursement and obligation rate), partnership and linkages effort, scholarship implemented by the TVIs, and the like

ISSUES AND CONCERNS

- Challenges encountered

ASSESSMENT

- Assessment
- Suggest initiatives or actions to be taken in order to further strengthen the TESDA mandate

(Signed)
Regional Director