

APARRI POLYTECHNIC INSTITUTE INSTITUTIONAL DEVELOPMENT PLAN (2018-2022)

Executive Summary

Aparri Polytechnic Institute is the only operating TESDA Technology Institution in the First Congressional District of Cagayan catering to ten municipalities: Aparri, Camalaniugan, Lallo, Gattaran, Baggao, Alcala, Buguey, Gonzaga, Sta. Ana, and Sta. Teresita including the nearby municipalities of the Second and Third Congressional Districts. Locals no longer need to travel to Tuguegarao City or even to Manila for technical education and training.

Because of the valuable tradition and culture that could be witnessed at API, the vision set for five years from now shall be attained bit by bit for in the journey to fulfill its mission, everything shall gradually be worked-out.

The five year development plan will guide API in providing quality training and services to its constituents and stakeholders, both for local and international market. In order for API to uplift the living condition of the people it serves, API will help job seekers have better chances to get employed by equipping them with the necessary work competencies contained in the certificate which TESDA issues to certified graduate-workers in the different qualifications.

Over the years, TESDA-API has been keeping its commitment to national economic and development goals through Technical Vocational Education and Training (TVET) and the Institute remains committed to produce graduates who will cater to the market needs locally and even abroad. These graduates contribute to nation building by lessening the woes of unemployment.

Hence, the Institute, though it is established as training ground for future competent workforce, continues to pursue excellence through continuous development by devising this plan.

Introduction:

The Aparri School of Arts and Trades (ASAT) was formerly the Aparri Vocational School (AVS). Records indicate that it was converted as such under Republic Act No. 3732 on June 22 1963 to offer college courses. On March 21, 1997, a Memorandum of Agreement was forged between Department of Education Culture and Sports (DECS) and Technical Education and Skills Development Authority (TESDA) transferring schools with predominantly post-secondary enrolment including qualified teachers and personnel, their proportionate share of the budget and other assets by March 31, 1997. On October 25, 2012, the certified copy of Republic Act No. 10227 which was approved on October 18, 2012 called "AN ACT RENAMING THE APARRI SCHOOL OF ARTS AND TRADES (ASAT) IN APARRI, CAGAYAN INTO THE APARRI POLYTECHNIC INSTITUTE (API)" was transmitted to the Office of the Mayor in Aparri, Cagayan for information and guidance.

The Aparri Polytechnic Institute has its permanent address at Maura, Aparri Cagayan, Region 02. It is located along Rizal Street the Barangay Maura and it is approximately 100 meters away from the brink of the town proper, 200 meters away from the town capital. Its 50 effective and efficient workforce is broken down into 36 teaching and 14 non-teaching staff and in terms of work, the gears of the entire workforce are all bound to the good governance of the Vocational School Administrator.

From this factual perspective, the Institute's administration is given the green light to soon offer higher level qualification and diploma courses such as Diploma in Civil Engineering Technology, Diploma in Electrical Technology and Diploma in Hotel Services.

To extend the proliferation of skills enhancement and to generate linkages in the Local Government Unit, the Institute, through its Registered Mobile Training is made accessible to people who are quite far from its place without spending any denomination that could possibly hinder their training attendance.

The Institute, through its prolific offering, plays an imperative role in the uplifting of communities economic status and in the inclining of good life conditions.

Profile:

TTI Administrator	:	RENATO D. UBIÑA
Name of Institution	:	Aparri Polytechnic Institute
Address	:	Rizal St. , Maura, Aparri, Cagayan
Region	:	02
Total No. of Personnel	:	36 Teaching staff
	:	14 Non-Teaching staff
Phone	:	(078) 888-2015
	:	(078) 888 -0146
E-mail Address	:	api@tesda.gov.ph
Registered Programs	:	25
Total Land Area	:	4.1 hectares

Registered Training Programs

Of the 50 TESDA- API permanent by status workforce, 36 are competent enough in imparting knowledge to the trainees who are enrolled in the different 25 qualifications as written below. The remaining 14 non-teaching staff also help in the preparation of papers/ documents needed in the different program offerings.

The Institute is also Accredited as Assessment Centers of the given qualifications that cater its own graduates, skilled workers, Overseas Filipino Workers (OFW), walk- in applicants, constituents coming from DepEd K-12 graduating class.

- Automotive Servicing NC I
- Automotive Servicing NC II
- Driving NC II
- Electronics Product Assembly and Servicing NCII
- Computer System Servicing NC II
- Electrical Installation and Maintenance NC II
- DomRAC Servicing NC II
- SMAW NC II
- Carpentry NC II
- Plumbing NC II
- Masonry NC II
- Tile Setting NC II
- Technical Drafting NC II
- Bread and Pastry Production NC II

- Cookery NC II
- Housekeeping NC II
- Housekeeping NC III
- FBS NC II
- Beauty Care(Nail Care) Services NC II
- Hairdressing NC II
- Bookkeeping NC III
- Caregiving NC II
- Dressmaking NC II
- Tailoring NC II
- Trainer's Methodology (TM)I

Hence, as adherence to the 17 point agenda of the Secretary, TESDA- API remains on-track having accomplished the extension program offerings to “Barangay- based Scholarship Program”, “Walk-in Scholarship Application”, “Skills Training for Drug Dependents”, “Skills Training Program for Inmates and Their Families”, “OFW’s Reintegration”, “Continuing Program for Alumni”, and “Special Skills Program for Indigenous People”. Considering early successes, the institute plans on strengthening and expanding the aforementioned programs. These accomplishments and plans all aim to uplift the economic status of the society through the integration of the skills gained by beneficiaries.

SWOT ANALYSIS

Elements	Helpful	Harmful
Internal	<p>Strengths</p> <ul style="list-style-type: none"> • Recruitment and hiring of qualified personnel (as to QS of CSC and PTTQF) • Competent pool of professionals/trainers • Willing, dedicated and committed personnel • Multi-skilled and highly-motivated faculty and non-teaching staff • Provision of free tertiary education (UAQTEA) • Strong organizational linkages (with LGUs, NGOs) • Compliant to required training facilities based on UTPRAS requirements • Institutional independence (in terms of GAA, separate budget) • Relevant and responsive curricular offerings 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Limited plantilla items for instructors (especially those who will handle diploma programs) • No funds for Capital and Equipment Outlay to fund Infrastructure to accommodate growing students’ enrolment • Limited funds for MOOE (Not allowed to collect fees to support training cost) • Limited industries in the area for the skills upgrading upgrading / industry immersion of trainers • Some training facilities and equipment (old), need upgrading
External	<p>Opportunities</p> <ul style="list-style-type: none"> • The institution is the lone public post-secondary 	<p>Threats</p> <ul style="list-style-type: none"> • Changes in political

	<p>TECHVOC school in the district</p> <ul style="list-style-type: none"> • Strategic location (accessibility of transportation and communication) • Increasing awareness of TESDA programs and widening acceptance of technical vocational courses • Strong LGU support of TVET program • Job opportunities for graduates from the Cagayan Export Zone Authority in Sta. Ana , Cagayan • Availment of scholarship program form TESDA RO and CO allocations • A huge number of OSY in the service area that could avail TVET programs • Big population of HS graduates (means sufficient enrollees) 	<p>leadership would affect continuity support for programs</p> <ul style="list-style-type: none"> • Existence of established SUC's offering the same programs • Students' preference for degree courses (target group may have little/low interest in TVET programs) • Fast-changing technology • Unacceptable weather conditions • Sea water corrosion increases the rate of depreciation of certain equipment and buildings
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Organizational Culture and Values

The institute is committed to excellence, respect, commitment to students and diverse communities and making higher education available to all.

Policy Statement:

“Commitment to One’s Duties: The Way to Quality Service”

The Aparri Polytechnic Institute Vision, Mission, Goal, Objectives

Vision

“To be a Polytechnic Institute in 2022

Mission

To develop a globally competitive workforce for industries whose training is grounded on uprightness and a strong work ethic in the service of God, the country and humanity

Goal

Produce competent workforce for local and global market.

Objectives:

- 1.1 Offer programs that are relevant and responsive to industry needs to produce graduates who are job-ready
- 1.2 Strengthen capacity of human resources
- 1.3 Upgrade physical facilities to address demands of the program

OBJECTIVES , STRATEGIES AND ACTIVITIES

Objectives	Strategy	Activities
1. Offer programs that are relevant and responsive to industry needs to produce graduates who are job-ready	<p>Acquire national certificate level 3 & 4, and diploma program level 5</p> <ul style="list-style-type: none"> • Register at least 3 diploma program by 2021 • Register at least 5 higher level qualification by 2022 • Register program for Green Technology 	<ol style="list-style-type: none"> 1. Apply for national certificate level 3 & 4 2. Prepare curriculum for Diploma level program 3. Conduct consultation meeting with TESDA and academe partners for diploma course offering for credit transfer scheme 4. Apply for diploma program level 5 5. Conduct annual curricular review of all offered programs to suit the demands of stakeholders and industry in consultation with industries. 6. Create committee to oversee preparation of requirements for 3rd party accreditation
	Engage experts from industry and academe for curriculum improvement	<ol style="list-style-type: none"> 1. Organize and conduct industry forum/ consultation 2. Conduct curriculum validation by industry experts 3. Integrate Green Technology in all the qualifications 4. Conduct industry visits 5. Forge MOA with industries for the Supervised Industry Learning of our trainees 6. Develop 3 technology /innovation research 7. Conduct benchmarking activities for best practices of schools and industries among faculty and staff at least once a year.
2. Strengthen capacity of human resources by 2021	2.1 Identify areas for faculty and non-teaching staff training	<ol style="list-style-type: none"> 2.1.1 Prepare training needs analysis (TNA) instrument 2.1.2 Conduct training need analysis for faculty and non-teaching staff 2.1.3 Analyze data 2.1.4 Prepare staff competency profile
	2.2 Identify priority programs and prepare training and development plan for faculty and non-teaching staff	<ol style="list-style-type: none"> 1.2.1 Identify potential staff development programs offered by industries and other institutions. 1.2.2 Develop in service training program for staff.
	2.3 Implement training and development plan	2.3.1 Send 10 staff for industry immersion and skills upgrading every year

		2.3.2 Send 3 non -teaching staff for capability building program every year 2.3.3
	2.4 Recruitment of highly qualified trainers for higher level qualification courses	2.4.1 Prepare recruitment and selection plan for 2020
3.Develop physical facilities to address demand of all programs by 2021	3.1Periodically maintain facilities and equipment	3.1.1Create FEM Team 3.1.2Prepare Action plan for office and instructional facilities and equipment maintenance 3.1.3 Conduct regular inspection and preventive maintenance of instructional, office facilities and equipment 3.1.4 Conduct equipment repair and maintenance activities
	3.2 Rehabilitate administration and technology buildings	3.2.1 Conduct inspection of the buildings 3.2.2 Prepare Term of Reference for the repair/maintenance activities 3.2.3Procure supplies and materials 3.2.4 Conduct repair and maintenance of technology workshop by priority and administration building
	3.3 Upgrade facilities and equipment	3.3.1Determine the facilities for improvement and upgrading 3.3.2 Construct 2 new buildings 3.3.2. Purchase new equipment for higher level qualifications 3.3.3 Replace unserviceable tools and equipment 3.1.4 Strengthen IGP of the school 3.3.5 Forge MOA with industries for the use of their equipment to our trainees 3.3.6 Establish linkages with LGU's, NGO's and other government agencies for the use of their facilities not found in our institution

Inputs or Resources

The Aparri Polytechnic Institute has its five- year development plan. The Institute supposes to start its plan implementation on year 2018 and it shall assumedly be completed on year 2022. This development plan requires finances for infrastructure development, human resources, tools and equipment, repair and maintenance, governance and management and image building as inputs or resources to fully search out this plan, the Institute has to utilize its internal contributions (Regular fund, MOOE , IGP, Training-cum production, capital outlay, equipment outlay and TESDA capability building fund).

1. Infrastructure Development

Components(Key Activities from Strategic Plan)	Expected Outputs	Deadline (When)	Responsible (Who)	Budget Requirement
1. Construction of New Buildings and structures				
	Newly Improved Canteen	February 2020	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	2,800,000.00
	2 story operational dormitory catering for 70 occupants	March 2022	VSA, VIS,FEM Team, Project Manager ,AO, Budget Officer, Accountant	6,200,000.00
	Concrete Water Tank Reservoir	June 2019	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	250,000.00
	400m Functional Drainage Canal	December 2022	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	800,000.00

	200m Functional Pathway (2.5 m width)	December 2022	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	1,200,000.00
	Newly Constructed Garage	March 2021	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	280,000.00
	Establishment of Faculty Room	April 2020	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	150,000.00

3.Tools and Equipment Plan

2. Upgrade tools and equipment	Acquisition of Tools and Equipment for Higher Level Qualification and Diploma Course and Upgraded Tools and Equipment	December 2022	VSA, VIS, FEMT, AO , Budget Officer, Accountant, Instructors	
Existing Regular programs	Automotive Servicing NC II			450,000.00
	Driving NC II			250,000.00
	Electronics Product Assembly and Servicing II			350,000.00
	Computer System Servicing NC II			300,000.00
	Electrical Installation and Maintenance NC II			250,000.00
	SMAW NC II			550,000.00

	Carpentry NC II			150,000.00
	Plumbing NC II			180,000.00
	Masonry NC II			259,000.00
	Tile Setting NC II			185,000.00
	Technical Drafting NC II			355,000.00
	Bread and Pastry Production NC II			350,000.00
	Cookery NC II			350,000.00
	Housekeeping NC II			250,000.00
	Housekeeping NC III			400,000.00
	FBS NC II			480,000.00
	Beauty Care(Nail Care) Services NC II			290,000.00
	Hairdressing NC II			150,000.00
	Bookkeeping NC III			90,000.00
	Caregiving NC II			350,000.00
	Dressmaking NC II			280,000.00
	Tailoring NC II			500,000.00
	DOMRAC NC II			250,000.00
	Hilot Massage (Wellness) NC II			250,000.00
Diploma Level with include NC III and NC IV level	Diploma in Civil Engineering Technology			8,449,000.00
	Diploma in Electrical Technology			3,075,000.00
	Diploma in Hotel Services			5,847,500.00

3. Repair and Maintenance Plan

<p>4. Repair and Maintenance of Technology Buildings and Administration building with the following activities:</p> <ol style="list-style-type: none"> 1. Repair of roofing's 2. Repair of windows and doors 3. Repainting of buildings 4. Repair of electrical circuits and devices 5. Water and plumbing system 	Refurbished Automotive Building	March 2020	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	1,000,000.00
	Refurbished Audio Visual Room(function room)	September 2021	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	800,000.00
	Refurbished Hotel building	November 2022	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	700,000.00
	Refurbished Related Subject Building	October 2022	VSA, VIS, FEMT, Project Manager, AO , Budget Office	2,000,000.00
	Refurbished DAC Building	Dec 2021	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	1,200,000.00
	Refurbished ESF building (Electronics and RAC rooms)	February 2021	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	650,000.00
	Refurbished Guard House	May 2020	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	450,000.00
	Refurbished Administration Building	November 2022	VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	2,000,000.00

Repair and maintenance acquisition of upgraded Instructional Tools, equipment , office equipment and vehicles	SMAW NC II	November 2022		190,000.00
	Carpentry NC II		VSA, VIS,FEM Team , Project Manager ,AO, Budget Officer, Accountant	100,000.00
	Plumbing NC II			150,000.00
	Masonry NC II			100,000.00
	Tile Setting NC II			150,000.00
	Technical Drafting NC II			200,000.00
	Bread and Pastry Production NC II			110,000.00
	Cookery NC II			150,000.00
	Housekeeping NC II			200,000.00
	Housekeeping NC III			190,000.00
	FBS NC II			120,000.00
	Beauty Care(Nail Care) Services NC II			180,000.00
	Hairdressing NC II			120,000.00
	Bookkeeping NC III			90,000.00
	Dressmaking NC II			200,000.00
	Tailoring NC II			100,000.00
	DOMRAC NC II			100,000.00
	RAC-PACU CRE NC III			350,000.00
	FBS NC III			100,000.00
	Carpentry NC III			120,000.00
	Electrical Installation and Maintenance NC III			100,000.00
	Automotive Servicing NC III			200,000.00
	Automotive Servicing NC IV			200,000.00
	Front Office Services NC II			90,000.00

	Office Equipment			1,200,000.00
	School Service Vehicles			1,250,000.00

6. Image Building Plan

5. Image Building Plan	Star Accredited in 3 Qualifications	Yearly	VSA, VIS, Instructors	120,000.00
	APACC Accredited	February 2021	All Staff	250,000.00
	Strengthened SMAC	Yearly	VSA, VIS, AO, Guidance Counsellor, Instructors	300,000.00
	Landscaping /Green Campus	December 2022	FEMT	300,000.00

7. Human Resources Development

6. Human Resources Development	35 Upgraded Technology Trainers	October 2022	VSA, VIS, AO, Local Selection Board	1,500,000.00
	13 Upgraded Non-teaching Staff and Officials	October 2022	VSA, VIS, AO, Local Selection Board	300,000.00
	4 Newly Hired Trainers for Diploma programs	September 2020	VSA, VIS, AO, Local Selection Board	
	Hired Job Orders	December 2022	VSA, VIS, AO, Local Selection Board	3,000,000.00

8. Operational / Financial Plan

Component	Required Budget	Internal Contribution	External Contribution (TESDA, Other sources)	Remarks
Infrastructure Development Plan	11,330,000.00	IGP	UAEQTEA , TWSP , STEP funds Training-cum production, capital	

			outlay	
Tools and Equipment Plan	24,390,500.00	MOOE/ IGP	UAEQTEA , TWSP , STEP funds Training-cum production,, equipment outlay	
Repair and Maintenance	16,432,000.00	MOOE/IGP	UAEQTEA , TWSP , STEP funds Training-cum production,	
Image Building Plan	870,000.00	MOOE/IGP	UAEQTEA , TWSP , STEP funds Training-cum production,	
Human Resources Plan	2,500,000.00	Regular fund/MOOE/IGP	TESDA capability building fund	

Aparri Polytechnic Institute
5 Year Human Resource Development Plan

Administrator : RENATO D. UBINA
 Institution : APARRI POLYTECHNIC INSTITUTE
 Region: 02

A. TRAINERS TRAINING PROGRAM
Industry Immersion/Skills Upgrading (National)

Qualifications	2018	Budget	2019	Budget	2020	Budget	2021	Budget	2022	Budget
Automotive Servicing NC III			1	15,000.00	1	25,000.00				
Automotive Servicing NC IV			1	20,000.00			1	25,000.00		
DOMRAC NC II	1	15,000.00			1	25,000.00				
RAC PACU-CRE NC III			1	20,000.00			1	30,000.00		
Electrical Installation and Maintenance NC III			1	20,000.00	1	25,000.00				
Housekeeping NC III			1	20,000.00			1	25,000.00		
Cookery NC II	1	20,000.00							1	25,000.00
Food and Beverage Services NC II	1	10,000.00	1	20,000.00	1	20,000.00				

Industry Immersion/Skills Upgrading (Regional)

Qualifications	2018	Budget	2019	Budget	2020	Budget	2021	Budget	2022	Budget
EPAS NC II					1	30,000.00			1	35,000.00
Automotive Servicing NC II			1	20,000.00			1	25,000.00		
DOMRAC NC II	1	15,000.00	1	20,000.00					1	30,000.00
Masonry NC II			1	15,000.00						

Plumbing NC II	1	15,000.00			1	20,000.00	1	25,000.00	1	25,000.00
Electrical Installation and Maintenance NC II							1	25,000.00	1	25,000.00
Hairdressing NC II					1	25,000.00			1	25,000.00
Beauty Care Services (Nail Care) NC II			2	30,000.00	1	20,000.00	2	40,000.00	2	40,000.00
Bread and Pastry Production NC II			1	20,000.00			1	25,000.00	1	25,000.00
Housekeeping NC III					1	10,000.00	1	10,000.00		
Cookery NC II			3	40,000.00	1	60,000.00	1	20,000.00	1	20,000.00
Food and Beverage Services NC II	1	10,000.00	1	20,000.00	1	20,000.00			1	20,000.00
Housekeeping NC II			1	10,000.00			1	20,000.00	1	30,000.00
Carpentry NC II			1	25,000.00	1	25,000.00	1	30,000.00		
Tile Setting NC II					1	25,000.00			1	30,000.00
Driving NC II			1	15,000.00			1	15,000.00		
SMAW NC II			1	25,000.00			1	25,000.00		
Caregiving NC II	1	20,000.00	1	20,000.00						

Higher Level Qualification Institution Based Training and Industry Immersion

Qualifications	2018	Budget	2019	Budget	2020	Budget	2021	Budget	2022	Budget
Automotive Servicing NC III			1	20,000.00	1	25,000.00				
Automotive Servicing NC IV					1	25,000.00			1	25,000.00

RAC PACU-CRE NC III			1	25,000.00			1	25,000.00		
Masonry NC III			1	25,000.00			1	30,000.00		
Plumbing NC III							1		1	
Electrical Installation and Maintenance NC III					1	25,000.00	1	30,000.00		
Beauty Care Services (Nail Care) NC III			1	25,000.00	1	25,000.00			1	25,000.00
Housekeeping NC III					1	25,000.00				
Commercial Cooking NC III			1	25,000.00	1	30,000.00			1	30,000.00
Food and Beverage Services NC III	1	20,000.00	1	25,000.00			1	30,000.00		
Carpentry NC III			1	25,000.00			1	30,000.00		
Plumbing NC III					1	20,000.00	1	30,000.00		

B. Trainers Methodology Level II (Online) Designer Developer

Competencies	2018	Budget	2019	Budget	2020	Budget	2021	Budget	2022	Budget
1. Conduct Training Needs Analysis			1	25,000.00			1	30,000.00		
2. Develop Training Curriculum									1	30,000.00
3. Develop Learning Materials							1	30,000.00		
4. Develop Competency Assessment Tools			1	25,000.00						
5. Design and Develop Maintenance System					1	30,000.00	1	30,000.00		
6. Develop Learning Materials for e-Learning									1	30,000.00

7. Facilitate the Development of Competency Standard										1	30,000.00
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C. Training for Non-Teaching Staff

Training Programs	2018	Budget	2019	Budget	2020	Budget	2021	Budget	2022	Budget
1. Budgeting and Financial Forecasting Seminar/Workshop			1	20,000.00	1	25,000.00			1	25,000.00
2. Records Management 2.1 Administration of Records Disposition • Inventory • Appraisal • Disposal Rules and Regulations 2.2 Security of Records			2	30,000.00	1	15,000.00	1	15,000.00	1	20,000.00
							1	20,000.00		
3. Supplies Management • Procurement • Inventory of supplies					1	20,000.00			1	25,000.00
4. Cash Management • Internal control system of cash management • Disbursement system	1	15,000.00	1	20,000.00			1	25,000.00		

HIGHER TESD/DIPLOMA PROGRAM TOOLS AND EQUIPMENT PROCUREMENT PLANName of the TTI: APARRI POLYTECHNIC INSTITUTERegion: 02

Higher TESD/Diploma Courses to be offered	T/E Specs	Estimated Cost	2018	2019	2020	2021	2022	Remarks
1. Diploma in Civil Engineering Technology	3 units Cordless Hammer Drill Set Brushless DC motor Variable 2 speed, reversible Capacity (Concrete): 1/2" (13 mm) Capacity (Steel): 1/2" (13 mm) Capacity (Wood): 1-1/2" (38 mm) No Load Speed in Low: 0 - 400 RPM	60,000.00	X	x				
	10" Circular Saw Rating Input : 1,750 W Capacity : [at 0°] 97 mm (3-3/4"): [at 45°] 64 mm (2-1/2") Blade Diameter : 260 mm (10-1/4") No-Load Speed (rpm) : 3,700 Overall Length : 445 mm (17-1/2") Net Weight : 8.0 kg (17.5 lbs)	25,000.00		X				

	Power Planer 3-1/8" 750W Continuous rating Input: 750W Planing width: 80mm (3-1/4") Planing depth: 3mm (1/8") No load speed (rpm): 16,000 Overall length: 375mm (14-3/4") Net Weight: 5.3kg (11.8lbs)	24,000.00		X				
	1 bagger cement mixer	30,000.00		X				
	Cutting outfit set (Harris or Morris) with oxygen / acetylene cylinder with gas content (refillable)	85,000.00		X				
	Threading Machine complete with the following accessories, 220 V 1 units Die head 2 sets dies (1/2" & 3/4" – 1" – 2") 1 pc pipe reamer 1 pc pipe cutter	120,000.00			X			
	Plotter, DesignJet T830 MFP with Rugged Case USB 2.0, USB 3.0, Wireless LAN Ethernet LAN Wi-Fi Standard printer languages HP-GL/2, HP-RTL, URFP Printing colours Cyan, Magenta, Matte black, Yellow	212,000.00		X				
	Fusion Machine (20mm – 32mm)	25,000.00	X					
	4 units Electric Arc Welding , AC/DC and accessories, AC 220 V + 15%; <u>Frequency: 50/60 Mhz</u>	140,000.00		X	X			

	10 Computer set -4th Generation Intel Core i7-4770 processor (8M cache, up to 3.9 GHz); Windows 8 64-bit; 1TB 7200 RPM Sta Hard Drive 6.0 Gb/s, NVIDIA, GT 635 1 GB DDR3, 16x CD/DVD Burner (DVD+/- RW)	500,000.00		X				
	Universal Testing Machine	2,000,000.00				X		
	X-ray Scanner for Welding	2,500,000.00			X			
	Sliding Table Saw	198,000.00		X				
	Surface Planer	250,000.00		X				
	Chemistry Laboratory Apparatus	700,000.00			X			
	Physics Laboratory Apparatus	600,000.00			X			
	2 sets Pipe Threading machine -220V 1 unit Die head, 2sets Dies (1/2" & 3/4 - 1" - 2") 1pc pipe reamer, 1pc pipe cutter	500,000.00		X				
	3 units High duty 50 / 60Hz NB 500I igbt dc inverter 500A mig welding machine	170,000.00				X		
	2 units Welding Machine -300 amperes with grounding and extension cable, electrode holder and welding mask	100,000.00					X	
	One bagger mixer	40,000.00					X	

	Cutting outfit set (Harris or Morris) with oxygen / acetylene cylinder with gas content (refillable)	90,000.00			X			
	4 units Cordless Hammer Drill Set Brushless DC motor Variable 2 speed, reversible Capacity (Concrete): 1/2" (13 mm) Capacity (Steel): 1/2" (13 mm) Capacity (Wood): 1-1/2" (38 mm) No Load Speed in Low: 0 - 400 RPM	80,000.00		x		X		
2. Diploma in Electrical Technology	2 sets Fire Alarm System (1 DVR, 8 smoke detectors, 4 strobe lights/sounders	200,000.00			X			
	Security Equipment Access Control	60,000.00				X		
	CCTV -8 cameras, 1 DVR, 1 monitor	75,000.00						
	Programmable Logic Control -220V/24 V DC	160,000.00					X	
	2 sets Hydraulic Bender - All sizes	90,000.00						
	2 units Building Management Systems - KNX	1,800,000.00					X	
	4 units Transformer - 25 KVA	600,000.00						
	3 units Earth Resistance Tester - 100MΩ,500V	90,000.00						
3. Diploma in Hotel Services	24 Dinner plates, 10"	2,400.00			X			
	24 Dinner knives	1,500.00			X			
	24 Red wine glasses	3,200.00			X			

					X			
	24 Show/service plates, 11-14"	2,400.00			X			
	24 Dinner forks 2	1,200.00			X			
	White wine glasses 24	2,000.00			X			
	24 Appetizer / Salad plates 7-8"	3,200.00			X			
	24 Salad knives	1,200.00			X			
	24 Water goblets	2,100.00			X			
	24 Fish plates, 8-9"	2,000.00			X			
	24 Salad forks	1,200.00			X			
	24 Juice glasses/Hi ball	2,000.00			X			
	24 Dessert plates, 7- 8"	2,600.00			X			
	24 Fish knives	1,200.00			X			
	24 Champagne flute	1,500.00			X			
	24 Side plates or bread plates, 6"	1,800.00			X			
	24 Fish forks	1,200.00			X			
	24 Collins glasses	1,600.00			X			
	24 Soup plate/bowl / consommé cup	1,300.00			X			
	24 Soup spoons (cream and consume)	1,200.00			X			

	24 Pilsner glasses/Ice tea glasses	1,000.00			X			
	24 Cups and saucers 5-6 oz	1,000.00			X			
	24 Dessert spoons WINE DECANTING REQUISITES	1,200.00			X			
	12 Oval platter (small)	1,500.00			X			
	24 Dessert forks	1,200.00			X			
	6 Wine Decanter	800			X			
					X			
	12 Oval platter (large)	2,400.00			X			
	24 Teaspoons	1,200.00			X			
	24 Cocktail forks	1,200.00			X			
	12 Service forks	600.00			X			
	1 pc. Credit card imprinter	4,000.00			X			
	1 pc. Key card marker	2,000.00			X			
	1 pc. Key Card verifier	2,500.00			X			
	2 units Computer (with reservation system) and printer	60,000.00			X			
	All tools and equipment of Bartending NC II	450,000.00				X	X	
	All tools and equipment of Commercial Cooking NC III	600,000.00				X	X	

4. Diploma in Mechanical Engineering Technology major in Automotive Technology	Motor Vehicle 4 soul transmission, Automatic Transmission; 1.8 EFI, Power Steering, Dual Airbags, ABS, Central Locking, 5 Seaters	800,000.00				X		
	Engine Overhauling & automatic transmission (SST) per model toyota	52,500.00			X			
	Telescopic gauge	30,000.00			X			
	Power window assembly toyota	120,000.00				X		
	Injector cleaner multi-purpose	750,000.00					X	
	Automatic transmission conventional	90,000.00					X	
	Air compressor with accessories 5hp	30,000.00				X		
	Electronic Engine scanner model 2005-present	135,000.00				X		
	Laptop with engine analysis software updated o.s/software	375,000.00				X		
	Hydraulic or Mechanical Crimping press hydraulic	30,000.00			X			
	Recovery machine	525,000.00					X	
	Overhauling stand universal	30,000.00			X			
	Parts washing machine	120,000.00				X		
	Hydraulic lifter hoist type 2 pole	60,000.00			X			
	LPG conversion kit	60,000.00			X			

APARRI POLYTECHNIC INSTITUTE
STRATEGIC PLAN 2018 - 2022
LOGICAL FRAMEWORK

Vision: “To be a Polytechnic Institute in 2022”

Mission: To develop a globally competitive workforce for industries whose training is grounded on uprightness and a strong work ethic in the service of God, the country and humanity

Strategic Component	Key Performance Indicator	Means of Verification	Risks and Assumptions
GOAL			
Produce competent workforce for local and global market	Production of competent workforce for local and global market by 2022	MIS reports	A continuous realization of API role to produce quality competence workforce
OUTCOMES:			
Objective 1: Offer programs that are relevant and responsive to industry needs to produce graduates who are job-ready	3 Curriculum Developed for Diploma level 5 curriculum developed for NC III and NC IV level	Diploma curriculum NC III and NC IV Curriculum	Harmonious and efficient working attitudes of Instructors in API
Objective 2: Strengthen capacity of human resources by 2022	Upgraded and equipped Human Resources by 2022	Certificate of Training	All Employees are capacitated
Objective 3: Develop physical facilities to address demands of the program by 2022	Developed and upgraded Physical Facilities by 2022	Accomplishment Report	
OUTPUTS:			

1A. Acquire national certificate level 3 & 4, and diploma program level 5 <ul style="list-style-type: none"> • Register at least 3 diploma program by 2021 • Register at least 5 higher level qualification by 2022 	Registered diploma program and NC III and NC IV qualification	Certificate of Recognition CTPR	
1B: Engaging Experts from Industry and academe	Strengthened Industry and Academe Partnership	List of partners tapped by API and their contributions	API and its partners are well established to work together for a common good
2.A: Conducting training needs assessment activity	Training Needs Assessment activities established	TNA Results analyzed and reported	
2.B: Identify program for staff development	List of program suited for staff development	List of program suited for staff development	
2.C: Implement training and development plan based on TNA	Employees are upgraded and capacitated	Certificate of Training	
3.1 Perform regular maintenance activities of facilities and equipment	Regular maintenance of facilities and equipment implemented	Records of maintenance activities	
3.2 Rehabilitate Administration and Technology buildings	Rehabilitated Administration and Technology buildings	Report of accomplishment	
3.3 Upgrade facilities and equipment	Facilities and equipment upgraded	List of Inventory of Facilities	
ACTIVITIES:			

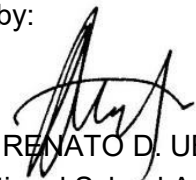
1A. 1 Apply for national certificate level 3 & 4	All curriculum reviewed and enhanced	Revised curriculum	Harmonious and efficient working attitudes of Instructors in API
2. Prepare curriculum for Diploma level program	Conducted 1 consultation meeting with the academe in every two years	Program and attendance	
3 . Conduct consultation meeting with TESDA and academe partners for diploma course offering for credit transfer scheme	Diploma Curriculum	Diploma Curriculum	
4. Apply for diploma program level 5	3 Diploma program registered	Certificate of Recognition	
5. Conduct annual curricular review of all offered programs to suit the demands of stakeholders and industry.	5 higher level qualification registered	CTPR	
6. Create committee to oversee preparation of requirements for 3 rd party accreditation	STAR/APACC accredited	Certificate of Recognition Certificate of accreditation	Image building
1B:			
1. Organize and conduct industry forum/ consultation	Conducted industry forum/consultation	Attendance sheet	
2. Conduct Curriculum validation by Industry Experts	Curriculum validated by industry partners	Copy of Validated curriculum	
4. Conduct industry visits	5 Industries visited	Report of accomplishment	

5. Forge MOA with industries for in-plant training of trainees	MOA with industry partners	Signed MOA	
6. Conduct 4 technology/innovation research	4 technology/innovation research by 2022	Research reports, publications	Technology / Innovation research should enhance training methodology
2A:	Conduct benchmarking activities for best practices of schools and industries among faculty and staff at least once a year.	Certificate of Appearance and report of accomplishment	Willingness of schools and industries to share their best practices
2.1.1 Prepare TNA instrument	TNA instrument	Copy of approved TNA instrument	
2.1.2 Conduct Training Need Analysis to the faculty and staff	Deployed TNA instruments to respondents	Copy of conducted Training Need Analysis	
2.1.3 Analyze data	Data gathered analyzed	Result of analyzed data	
2.1.4 Prepare staff competency profile	Competency profile of all staff profiled	List of profiled staff	
2.1.5 Prepare and implement Training and Development Plan for staff	Training Development Plan for staff implemented	Training Development Plan report of implementation	
2B:			
1.2.1 Identify potential staff development programs offered by industries and other institutions.	Industries identified as venue for Staff development program	MOA with industries	
1.2.2 Develop in service training program for staff.	In-service training program conducted	List of In-service training	
2C:			
2.3.1 Send 10 staff for industry immersion and skills upgrading every year	39 Staff undergone industry immersion/skills upgrading	Certificate of training	Continuous capability build-up to enhance staff skills.

2.3.2 Send 3 non-teaching staff for capability building program every year	14 nonteaching staff undergone capability building program	Certificate of training	Continuous capability build-up for staff to enhance staff skills.
Recruit 4 trainers that will handle subjects for higher level qualifications by 2021	4 trainers recruited to handle academic subjects for Diploma course	Appointments	
3A:			
3.1.1 Create FEM Team	FEM team created	Office Order of FEMT	Commitment of FEMT
3.1.2 Prepare Action plan for office and instructional facilities and equipment maintenance	FEMT Action plan	FEMT Action plan	
3.1.3 Conduct regular inspection and preventive maintenance of instructional, office facilities and equipment	Preventive maintenance activities implemented	Accomplishment Report of Maintenance activities	Commitment of all staff to implement preventive maintenance
3.1.4 Conduct equipment repair and maintenance activities	Regular repair and maintenance activities conducted to prolong the use of equipment/facilities	FEMT Report	
3B:			
3.2.1 Conduct inspection of the buildings	Regular inspection of building conducted	FEMT Report	
3.2.2 Prepare Term of Reference for the repair/maintenance activities	TOR prepared for repair and maintenance activities	Approved TOR	
3.2.3 Procure supplies and materials	Supplies and materials were acquired based on the TOR	Copy of Property Acknowledgement Receipt of end users	
3.2.4 Conduct repair and maintenance of technology buildings by priority and administration building	Refurbished and maintained technology buildings	Accomplishment Report	Availability of financial and human resources

3C:			
3.3.1 Determine the facilities for improvement and upgrading	Facilities identified for improvement based on FEMT action plan	List of Facilities for upgrading	Availability of financial and human resources
3.3.2 Construct 2 new buildings	New Canteen and Dorm	Accomplishment Report	Availability of financial and human resources
33.2. Purchase new equipment for higher level qualifications	Acquired new Equipment for Diploma program	Copy of Property Acknowledgement Receipt of end users	Acquisition of equipment based on the immediate needs of the qualification
3.3.3 Replace unserviceable tools and equipment	Unserviceable tools and equipment were replaced	Copy of Property Acknowledgement Receipt of end users	
3.3.4 Strengthen IGP of the school	IGP of the strengthened	Report of IGP	
3.3.5 Forge MOA with industries for the use of their equipment to our trainees	10 MOA's Forge with Industry partners	MOA signed between API and partner industries	Industries are responsive
3.3.6 Establish linkages with LGU's, NGO's and other government agencies	6 LGUs with MOA and 4 NGOs with MOA	MOA signed between API and partner LGU's and NGO's	possible few stakeholders will respond

Submitted by:



RENATO D. UBIÑA

Vocational School Administrator III