

- I. **Project Title : INSTITUTIONAL DEVELOPMENT PLAN**
(2017-2021)
- II. **Project Goals and Objectives**

1. TRAINING PROGRAM IMPLEMENTATION

A. Goal:

By Year 2021, API shall have fully implemented a realistic and workable training program based on the needs of industries /work opportunities for trainees in preparation for sustainable livelihood/ means of income.

B. Objectives:

1. To conduct training according to the need of industries and job vacancies;
2. To equip trainees with the needed work values, skills and competencies appropriate for employment;
3. To subject trainees for competency assessment and certification.

2. TRAINING SUPPORT SERVICES

A. Goal:

Five years from now, the Institute shall have established and maintained functional support services for instruction and training.

B. Objectives:

1. On Career Guidance and Advocacy Program, to strengthen the Career Guidance and Advocacy Program of the Institute in order to help clients/trainees adopt a career in line with their interests and capabilities;
2. On Job Linkaging and Networking Services (JoLINS), to enable the JoLINS of the Institute in order to assist enrollees in availing scholarship slots and provide referral to job seeker-graduates.
3. On Drug Abuse Prevention and Post Rehabilitation Program, to make API a drug-free community by assisting trainees faculty and staff thru information and

- dissemination campaign and facilitate the post rehabilitation of drug dependents enrolled.
4. On Continuing Program for TESDA Alumni, to provide skills trainings as well as employment facilitation and business financing to API alumni.

3. TRAINING PROGRAM DEVELOPMENT

A. Goal:

By Year 2021, API shall have developed a training program with full adherence to the TESDA existing policies/regulations.

B. Objectives

1. To register/re-register qualifications in the UTPRAS;
2. To implement/maintain qualifications thru skills upgrading/industry immersion of trainers and upgrading of training facilities, tools and equipment.

4. STAFF DEVELOPMENT

A. Goal:

Five years from now, API shall have promoted the holistic development of staff that shall enable them to deliver their services with optimum efficiency.

B. Objectives:

1. To strengthen the implementation of Staff Development Plan based on the work/position of each staff;
2. To support staff development by sending concerned employees to trainings, seminars and conferences sanctioned by TESDA.

5. QUALITY MANAGEMENT

A. Goal:

Five years from now, there shall have been established a quality management in the implementation of programs, projects and activities and be ascertained thru accreditation and certification in the Asia Pacific Accreditation and Certification Commission.

B. Objectives:

1. To apply the PDCA cycle hand in hand with the implementation of programs, projects and activities in meeting the short and long-term goals of the Institute;
2. To adhere to prescribed sets of procedures in implementing programs, projects and activities.

6. EXTENSION SERVICES

Goal:

Half a decade from now, API shall have established a healthy and wholesome partnership with stakeholders like LGU, and civic-minded organizations in the promotion of extension services.

Objectives:

1. To implement networking and monitoring services in the conduct of extension services;

7. ADMINISTRATION SERVICES

Goal:

By Year 2021, the Institute shall have ensured a fair and objective administration services by implementing orders, policies and regulations prescribed by TESDA as well as the different oversight bodies like the Civil Service Commission (CSC), Department of Budget and Management (DBM), Government Service Insurance System (GSIS), Bureau of

Internal Revenue (BIR), PAGIBIG, Bureau of Treasury, and the PhilHealth.

Objectives:

1. To be updated with the latest rules, policies and guidelines issued by TESDA and the different oversight bodies in the implementation of programs, projects and activities;
2. To adhere to the Orders and Memos from TESDA and the different oversight bodies.

8. GREEN TVET IMPLEMENTATION

Goal:

Five years from now, there shall have been established a Green TVET Implementation linked with skills Training and co-curricular activities.

Objectives:

1. To come-up with a clean and green campus by :
 - a. Bio-organic gardening
 - b. Planting typhoon-resilient/pliant trees like coconut and other fruit-bearing trees
 - c. Implementing RA 9003 (Ecological Waste Management Act Of 2000) or Waste Segregation Program
 - d. Giving recognition to trainers who can come-up with projects/researches that can eliminate pollution
 - e. Implementing Smoke and Drug Free Campus

III. Budgetary Requirement

- | | |
|---|---------------|
| 1. Personal Services (PS) - | 21,578,842.00 |
| 2. Maintenance and Other Operating Expenses - | 2,068,000.00 |
| Total : | 23,646,842.00 |

IV. Project Duration

2017-2021

V. Background

A. Profile of the Institution

Head/TI Administrator	RENATO D. UBIÑA
Office Address	Rizal St., Maura, Aparri, Cagayan
e-mail address	api@tesda.gov.ph
Telephone Nos.	(078) 888-2015; (078) 888-0146
Date Established	October 18, 2012
Legal Authority	R.A. 10227
Land Area	4.1 hectares
Personnel	
Teaching	36
Non-Teaching	12
Distinctive Area of Competence	Wood/Bamboo Furniture and Cabinet Making (Furniture Making (Finishing) NC II
Brief Profile/ Description of the TI	Aparri Polytechnic Institute (API) is formerly called Aparri School of Arts and Trades (ASAT) but The name APARRI SCHOOL OF ARTS AND TRADES ceased to exist when Former President Benigno S. Aquino III signed Republic Act No. 10227 on October 18, 2012 changing the old name to APARRI POLYTECHNIC INSTITUTE (API) as it is now being called today.
Mission	The TESDA-Aparri Polytechnic Institute exists as “The Center of Technical Excellence”. As such, it endeavours to make available quality technical vocational education and trainings and ensures the inculcation of upright attitude towards work among all those who pass through its portals.
Vision	The TESDA – Aparri Polytechnic Institute envisions itself as a state partner in the development of globally competent and technically equipped

	middle-level manpower who are efficient, effective and economically independent either as wage earners or as self-employed workers.
Quality Award	APACC Bronze Awardee (August 9, 2012 – August 8, 2014) Certificate No. APACC/1227
Registered Training Programs	<ol style="list-style-type: none"> 1. Automotive Servicing NC I 2. Automotive Servicing NC II 3. Driving NC II 4. Electrical Installation and Maintenance NC II 5. Carpentry NC II 6. Masonry NC II 7. Plumbing NC II 8. Tile Setting NC II 9. Electronic Products Assembly Servicing NC II 10. Computer Systems Servicing NC II 11. Dressmaking NC II 12. Tailoring NC II 13. Nail Care NC II 14. Caregiving NC II 15. Hairdressing NC II 16. Bookkeeping NC III 17. Bread and Pastry production NC II 18. Cookery NC II 19. Food and beverage services NC II 20. Housekeeping NC II 21. Housekeeping NC III 22. Shielded Metal Arc Welding NC II 23. DOM-RAC Servicing NC I 24. Technical Drafting NC II 25. Trainer's Methodology (TM)I 25. Furniture Making (Finishing) NC II

B. Corporate Philosophy

1. Vision

The TESDA – Aparri Polytechnic Institute envisions itself as a state partner in the development of globally competent and

technically equipped middle-level manpower who are efficient, effective and economically independent either as wage earners or as self-employed workers.

2. Mission

The TESDA-Aparri Polytechnic Institute exists as “The Center of Technical Excellence”. As such, it endeavours to make available quality technical vocational education and trainings and ensures the inculcation of upright attitude towards work among all those who pass through its portals.

C. Rationale

Since its inception, Aparri Polytechnic Institute is the only operating TESDA Technology Institution in the First Congressional District of Cagayan catering to its ten municipalities which are 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 need not go any more to Tuguegarao City or even to Manila for technical education and training.

TESDA-API has earned its reputation as an ideal training ground of future skilled and blue-collar manpower through its dedicated, hardworking and competent employees. It is funded by the national government alongside with its own Income Generating Projects (IGPs) and it is equally worthwhile to mention that the land is owned by the Institute.

In order for API to uplift the living condition of the people it serves, job seekers have better chances to get employed when they are equipped with the necessary work competencies contained in the certificate which TESDA issues to certified graduate-workers in the different qualifications be it National Certificate (NC) I, II, III, IV or even Diploma Course.

Over the years, TESDA-API has been keeping its commitment to national economic and development goals through TVET and the Institute has been able to produce graduates who are now gainfully employed locally and even abroad. These graduates contribute to nation building by lessening the woes of unemployment.

III. DETAILED PLAN

1. TRAINING PROGRAM IMPLEMENTATION

In keeping with its Mission and Vision, Aparri Polytechnic Institute to assist the government in the countryside economic development thru skills training, hence this plan for Training Program Implementation for the next five years.

CY	Target	Schedule	Budget	Source of Fund
2017	Regular 1500	Jan-Dec	4,4004,600	MOOE/IGP
	TWSP 489	Jan-Dec	4,4004,600	MOOE/IGP
2018	Regular 1500	Jan-Dec	4,4004,600	MOOE/IGP
	TWSP 489	Jan-Dec	4,4004,600	MOOE/IGP
2019	Regular 1500	Jan-Dec	4,4004,600	MOOE/IGP
	TWSP 489	Jan-Dec	4,4004,600	MOOE/IGP
2020	Regular 1500	Jan-Dec	4,4004,600	MOOE/IGP
	TWSP 489	Jan-Dec	4,4004,600	MOOE/IGP
2021	Regular 1500	Jan-Dec	4,4004,600	MOOE/IGP
	TWSP 489	Jan-Dec	4,4004,600	MOOE/IGP

*Budget estimate for 2018 - 2021 may be subject to change pending on the approved budget for each CY.

2. TRAINING SUPPORT SERVICES

Skills training in API may not turn out smoothly as expected without the provision of Support Services like Career Guidance and Advocacy Program to help trainees come up with wise career choices; Job Linkaging and Networking Services (JoLINS) to assist trainees to avail of training scholarship slots and graduate-jobseekers to facilitate their job search six to one year after their graduation; Drug Abuse Prevention and Post Rehabilitation Program to support the government program for a Drug-Free Philippines; Continuing Program for TESDA Alumni to continue providing assistance to graduates to enhance their competitiveness in helping lower the rate or even to eradicate poverty; and HIV/AIDS Prevention and Control to ensure that

trainees are physically, mentally, emotionally, socially and spiritually fit to undergo instruction and training.

- **Career Guidance and Advocacy Program**

CY	Target	Schedule	Budget	Source of Fund
2017	1500	Jan-Dec	10,000	MOOE
2018	1500	Jan-Dec	10,000	MOOE
2019	1500	Jan-Dec	10,000	MOOE
2020	1500	Jan-Dec	10,000	MOOE
2021	1500	Jan-Dec	10,000	MOOE

- **Job Linkaging and Networking Services (JoLINS)**

CY	Target	Schedule	Budget	Source of Fund
2017	1500	Jan-Dec	15,000	MOOE/IGP
2018	1500	Jan-Dec	22,000	MOOE/IGP
2019	1500	Jan-Dec	22,000	MOOE/IGP
2020	1500	Jan-Dec	22,000	MOOE/IGP
2021	1500	Jan-Dec	22,000	MOOE/IGP

- **Drug Abuse Prevention and Post Rehabilitation Program**

CY	Target	Schedule	Budget	Source of Fund
2017	1500	Jan-Dec	82,000	MOOE/IGP
2018	1500	Jan-Dec	82,000	MOOE/IGP
2019	1500	Jan-Dec	82,000	MOOE/IGP
2020	1500	Jan-Dec	82,000	MOOE/IGP
2021	1500	Jan-Dec	82,000	MOOE/IGP

- **Continuing Program for TESDA Alumni**

CY	Target	Schedule	Budget	Source of Fund
2017	6	Jan-Dec	32,000	MOOE/IGP
2018	6	Jan-Dec	32,000	MOOE/IGP
2019	6	Jan-Dec	32,000	MOOE/IGP
2020	6	Jan-Dec	32,000	MOOE/IGP
2021	6	Jan-Dec	32,000	MOOE/IGP

- **HIV/AIDS Prevention and Control**

CY	Target	Schedule	Budget	Source of Fund
2017	1500	Jan-Dec	8,000	MOOE/IGP
2018	1500	Jan-Dec	8,000	MOOE/IGP
2019	1500	Jan-Dec	8,000	MOOE/IGP
2020	1500	Jan-Dec	8,000	MOOE/IGP
2021	1500	Jan-Dec	8,000	MOOE/IGP

3. TRAINING PROGRAM DEVELOPMENT

Technology is evolving. With this, expert trainers will be sent to join other participants to review / enhance the Training Regulations including Trainers' Competencies proper to each qualification so as not to allow such to drift or lag behind from other TESDA Programs or concerns.

Likewise, it is a need to continually update training and instructional equipment, supplies and materials relevant to each qualification and target clientele.

a. For human Resource Development

CY	Target	Schedule	Budget	Source of Fund
2017	47	Jan-Dec	180,000	MOOE/IGP
2018	47	Jan-Dec	180,000	MOOE/IGP
2019	47	Jan-Dec	180,000	MOOE/IGP
2020	47	Jan-Dec	180,000	MOOE/IGP
2021	47	Jan-Dec	180,000	MOOE/IGP

b. For updating of equipment, supplies and materials

CY	Target	Schedule	Budget	Source of Fund
2017	100	Jan-Dec	900,000	MOOE/IGP
2018	100	Jan-Dec	900,000	MOOE/IGP
2019	100	Jan-Dec	900,000	MOOE/IGP
2020	100	Jan-Dec	900,000	MOOE/IGP
2021	100	Jan-Dec	900,000	MOOE/IGP

4. STAFF DEVELOPMENT

Staff need to be on guard for development : they need to be sent to capability training programs; they need to update their competencies to ensure their competence and come up with competitive output.

CY	Target	Schedule	Budget	Source of Fund
2017	47	Jan-Dec	180,000	MOOE/IGP
2018	47	Jan-Dec	180,000	MOOE/IGP
2019	47	Jan-Dec	180,000	MOOE/IGP
2020	47	Jan-Dec	180,000	MOOE/IGP
2021	47	Jan-Dec	180,000	MOOE/IGP

5. QUALITY MANAGEMENT

Quality management is the key to successful operation of programs, projects and activities in any TESDA Institution like API. It serves as the cornerstone to ensure customer/client satisfaction.

APACC as earlier mentioned assures quality management just as the implementation of Republic Act No. 9485 or the Anti-Red Tape Act (ARTA) in one way or the other, is likewise focused on the same purpose. The Citizen's Charter, in addition, mirrors how much an agency is capable of quality management.

CY	Target	Schedule	Budget	Source of Fund
2017	3	Jan-Dec	200,000	MOOE/IGP
2018	3	Jan-Dec	200,000	MOOE/IGP
2019	3	Jan-Dec	200,000	MOOE/IGP
2020	3	Jan-Dec	200,000	MOOE/IGP
2021	3	Jan-Dec	200,000	MOOE/IGP

6. EXTENSION SERVICES

TESDA-API need not be concentrating on School-Based Training. It is of paramount importance that it caters to the needs of Extension Services to reach out the unemployed, the Out-Of-School Youths (OSYs) and even the indigenous people (IP) in the countryside/grassroots.

CY	Target	Schedule	Budget	Source of Fund
2017	150	Jan-Dec	250,000	MOOE/IGP
2018	150	Jan-Dec	250,000	MOOE/IGP
2019	150	Jan-Dec	250,000	MOOE/IGP
2020	150	Jan-Dec	250,000	MOOE/IGP
2021	150	Jan-Dec	250,000	MOOE/IGP

7. ADMINISTRATION SERVICES

Faculty and staff looked up to their senior leaders as their source of skills, knowledge and wisdom. To this effect, senior leaders need to be abreast with the latest/current updates. Their attendance to local and foreign trainings, seminars and conferences is of great help.

CY	Target	Schedule	Budget	Source of Fund
2017	3	Jan-Dec	250,000	MOOE/IGP
2018	3	Jan-Dec	250,000	MOOE/IGP
2019	3	Jan-Dec	250,000	MOOE/IGP
2020	3	Jan-Dec	250,000	MOOE/IGP
2021	3	Jan-Dec	250,000	MOOE/IGP

8. GREEN TVET IMPLEMENTATION

Most scientists and ecology experts claim that the Earth is already a dying planet. The Green TVET Program is hoped as one solution to save the Earth. To this effect, API needs to forecast in the next five years what it can contribute to the program.

CY	Target	Schedule	Budget	Source of Fund
2017	3	Jan-Dec	250,000	MOOE/IGP
2018	3	Jan-Dec	250,000	MOOE/IGP
2019	3	Jan-Dec	250,000	MOOE/IGP
2020	3	Jan-Dec	250,000	MOOE/IGP
2021	3	Jan-Dec	250,000	MOOE/IGP

SWOT Analysis

A. Problems, Constraints and Issues

1. No equipment outlay for the purchase of appropriate modern instructional heavy equipment and machines, high powered generator and service vehicle;
2. Short of available industries in the area for trainees' OJT, graduates' placement and trainers; industry immersion needs;
3. Insufficient time for trainers and other knowledgeable employees to conduct research work due to teaching loads/office work of researchers;
4. Perimeter fence on the northwest side of the Institute that is often sabotaged by outsiders;
5. Lack of drainage canal which is the cause of flooding in the campus;
6. Unpredictable weather condition and the corrosive effects of sea breeze to all forms of metal. This causes corrosion and decay of buildings/ facilities.
7. Aparri is not spared from calamities like typhoon and overflowing of riverbanks.
8. API is the farthest TESDA Institute in the far North. Travel from Aparri to the key cities is not as easy as those places proximate to or near Manila and suburbs where training amenities are easily accessible.

B. Potentials and Comparative Advantage

1. API is within the growth area as it is very close to the Cagayan Economic Zone Authority (CEZA) and the upcoming Lallo International Airport;
2. The only TESDA Training Institute (TTI) in the Northern or First Congressional District of Cagayan offering TESDA-registered courses/qualifications;
3. Quality training in API is at par with other reputable TTIs in the Region;
4. Officials lead by example and employees are equally competent and hardworking;
5. TESDA Hotel is an ideal training ground of Tourism Sector trainees in preparation for the actual world of work;
6. API has 24 registered / re-registered Assessment Centers;

7. Has three (3) units automotive vehicles for instructional and office use;
8. Has a standard oval for sports development and driving arena;
9. Within the service area of at least seven (7) high schools located in Aparri and surrounding towns;
10. In three years' time, majority of the employees aged 60 and above shall have retired from service which means majority of the workforce are in their prime and productive years very much capable to face head on the rigors of conducting training.

Prepared by:

RENATO D. UBIÑA, PhD.
Vocational School Administrator III