



INSTITUTIONAL DEVELOPMENT PLAN 2024-2028

CONCEPCION VOCATIONAL
TESDA REGION III
SCHOOL

ABOUT CONCEPCION VOCATIONAL SCHOOL

- **INSTITUTIONAL PROFILE**

Concepcion Vocational School (CVS) is a public Technical-Vocational Education and Training (TVET) institution under the Technical Education and Skills Development Authority (TESDA) Region III. Located in Concepcion, Tarlac, the school provides accessible, affordable, and quality technical-vocational education and skills training to individuals seeking employment, entrepreneurship opportunities, and lifelong learning.

CVS offers competency-based training programs that equip learners with the knowledge, technical skills, work values, and competencies required by various industries. Through TESDA's competency-based curriculum, the school prepares graduates to become globally competitive, productive, and responsible members of the workforce.

As a government training institution, CVS supports TESDA's mandate of developing the Filipino workforce by producing skilled workers who meet national and international industry standards. It also collaborates with local government units, industries, and other stakeholders to strengthen workforce development and community empowerment.

The institution continuously enhances its training programs, facilities, equipment, and human resources to respond to changing labor market demands and technological advancements. It also promotes inclusive education by providing opportunities for disadvantaged sectors, out-of-school youth, unemployed individuals, and other members of the community who wish to acquire technical skills and improve their employability.

ABOUT CONCEPCION VOCATIONAL SCHOOL

- **LEGAL BASIS (RA 8138)**

Concepcion Vocational School was established through Republic Act No. 8138, also known as "An Act Establishing a Vocational School in the Municipality of Concepcion, Province of Tarlac, to be Known as the Concepcion Vocational School, and Appropriating Funds Therefor."

The law was enacted on June 11, 1995, providing the legal foundation for the creation of the school to expand access to technical-vocational education in Concepcion and nearby municipalities.

The primary objectives of Republic Act No. 8138 are to:

- Establish a government-funded vocational school in Concepcion, Tarlac.
- Provide quality technical and vocational education to Filipino learners.
- Develop competent, skilled, and employable workers who can contribute to national development.
- Support local economic growth by producing a skilled workforce aligned with industry needs.
- Improve employment opportunities and promote entrepreneurship through skills development.

Following the enactment of Republic Act No. 7796 (TESDA Act of 1994), the operation and management of Concepcion Vocational School became part of the Technical Education and Skills Development Authority (TESDA), ensuring that its training programs comply with national competency standards and industry requirements.



CVS VISION

*"A Specialized Institute in Agritourism
and a premier Assessment Center in
Central Luzon."*



CVS MISSION

"Developing technically competent, efficient, and morally upright TVET graduates equipped with positive work values and green skills, catering to general society and providing effective reliable and transparent competency assessment."

Goal 1: To increase institutional capacity to offer quality TVET and deliver students' services.		
OBJECTIVES	STRATEGIES	ACTIVITIES
<i>Objective 1.1</i> Improve the institution's delivery of training programs	<i>Strategy 1.1.1</i> Enabling an institution's management team to ensure the conduct of promotion and advocacy, career guidance and Gender and <u>Development(GAD)</u> programs	1.1.1.1 Create a committee to manage the promotion and advocacy program of the institution 1.1.1.2 Develop promotional strategies of programs and activities 1.1.1.3 Develop a promotional plan for the conduct of promotion and advocacy 1.1.1.4 Create a means of compiling promotion and advocacy evidences 1.1.1.5 Create a committee to <u>manage Career</u> Guidance program 1.1.1.5 Create a committee to <u>manage Gender</u> and <u>Development(GAD)</u> program
	<i>Strategy 1.1.2</i> Enhance and develop learning materials	1.1.2.1 Meeting with faculty and VIS on the enhancement of learning materials (LM) 1.1.2.2 Identify LM for enhancement and development 1.1.2.3 Prepare a time frame 1.1.2.4 Monitor and evaluation of the activities 1.1.2.5 Checking and approval of enhanced and developed LM 1.1.1.6 Reproduction of enhanced and developed LM

	<i>Strategy 1.1.3</i> Develop and enhance Learning Management System	1.1.3.1 Meeting with faculty, LMS Administrator and VIS on the development and enhancement of Learning Management System (LMS) 1.1.3.2 Conduct of training with the use of LMS 1.1.3.4 Prepare a time frame 1.1.3.4 Monitor and evaluation of the activities 1.1.3.5 Checking and approval of enhanced and developed LMS
	<i>Strategy 1.1.4</i> Enhance competency of trainers and personnel	1.1.4.1 Conduct TNA to faculty and personnel 1.1.4.2 Gather and analyze TNA results 1.1.4.3 Prepare staff competency profile 1.1.4.4 Prepare a training plan for staff development 1.1.4.5 Send five (5) trainers for industry immersion 1.1.4.6 Send at least five (5) trainers and five (5) admin staff to trainings 1.1.4.7 Hire additional qualified trainers and admin staff to compensate the institutions shortage for personnel 1.1.4.8 Strengthen the institution's performance evaluation for trainers and staff 1.1.4.9 Recognize the best performing trainers and staff through the CVS Model Employee Award (1 trainer and 1 admin staff per year)

<i>Objective 1.2</i> Ensure the availability of training facilities, tools and equipment for a well-organized delivery of training programs and higher-level qualifications	<i>Strategy 1.2.1</i> Maintaining training tools, facilities and equipment	1.2.1.1 Institutionalize the Facilities and Equipment Maintenance System (FEMS) 1.2.1.2 Create FEMS unit including their roles and responsibilities 1.2.1.3 Conduct periodic inspection of facilities and equipment 1.2.1.4 Conduct repairs and maintenance if needed 1.2.1.5 Conduct physical inventory of tools, equipment and facilities twice a year
---	--	---

	<i>Strategy 1.2.2</i> Developing training curricula, facilities, tools and equipment for new higher-level qualifications	1.2.2.1 Conduct two (2) benchmarking activities to institutions offering higher level qualifications 1.2.2.2 Develop curricula for higher-level qualifications as per TR and consultation with industry and academe experts 1.2.2.3 Check requirements for new higher-level qualifications using the Training Regulations (TR) and the recommendations from industry and academe experts 1.2.2.4 Provide a list of lacking tools, equipment and facilities needed to offer higher level qualifications against the TR 1.2.2.5 Prepare a procurement plan of the needed tools and equipment 1.2.2.6 Source-out funds for purchase of needed tools and equipment (by looking for donors, strengthening the IGP, implementing scholarship programs, implementing austerity measures) 1.2.2.7 Purchase needed tools and equipment based on the approved plan 1.2.2.8 Apply for registration (UTPRAS) of higher-level qualifications 1.2.2.9 Increase the implementation of higher-level qualifications
--	--	---

<i>Objective 1.3</i> Reinforce moral, social and positive work values among students.	<i>Strategy 1.3.1</i> Instilling moral, social and positive work values to students	1.3.1.1 Develop two (2) moral recovery programs 1.3.1.2 Conduct symposium on values orientation among students once a year 1.3.1.3 Integrate in the curricula of all the training programs the competencies on moral, social and positive work values 1.3.1.4 Organize students' activities such as tree planting, trainees' day, intramurals, socialization night, foundation day celebration, sing and dance contests, etc.
<i>Objective 1.4</i> Strengthen the institution's program offerings and its capacity by developing and implementing higher level qualifications	<i>Strategy 1.4.1</i> Developing curriculum for higher level qualifications	1.4.1.1 Update Curriculum Review Committee 1.4.1.2 Conduct a session on developing the curricula 1.4.1.3 Prepare the documentary requirements for the registration of new curricula 1.4.1.4 Apply for registration of new curricula of higher-level qualifications 1.4.1.5 Enhance the implementation of competency-based training
	<i>Strategy 1.4.2</i> Using multiple-blended techniques in training delivery	1.4.2.1 Identify different teaching techniques that can be applied by the institution by consultation with the trainers 1.4.2.2 Prepare a list of multiple blended techniques that can be applied in training delivery 1.4.2.3 Integrate these techniques in session plans 1.4.2.4 Implement the use of multiple-blended techniques 1.4.2.5 Provide evidences on the use of these techniques

	<i>Strategy 1.4.3</i> Improving the institution's evaluation of training programs	1.4.3.1 Enhance the institution's training evaluation instrument by conducting a meeting with trainers and staff 1.4.3.2 Administer evaluation of training programs 1.4.3.3 Analyze results of the evaluation 1.4.3.4 Prepare recommendation for enhancement for approval 1.4.3.5 Implement the approved recommendations
--	---	---

Goal 2: To enhance research capability and extension services.		
OBJECTIVES	STRATEGIES	ACTIVITIES
Objective 2.1 Magnify the involvement of faculty and other personnel in the conduct of research and development projects.	Strategy 2.1.1 Organizing a development program for the conduct of research and development projects	2.1.1.1 Strengthen the Research Committee by reviewing and updating the roles and responsibilities 2.1.1.2 Send at least two (2) faculty and staff to seminar on research 2.1.1.3 Include the conduct of research projects in the OPCR
	Strategy 2.1.2 Strengthening research works, publications and development programs	2.1.2.1 Provide orientation program to faculty and personnel on the conduct of research and development projects/programs 2.1.2.2 Submit at least two (2) research proposals each year 2.1.2.3 Evaluate research proposals submitted 2.1.2.4 Conduct at least two (2) research works each year 2.1.2.5 Improve the institution's research journal for publication of new research works 2.1.2.6 Enhance at least 50% of the institutions CMLMs 2.1.2.7 Develop new CBLMs for higher level qualifications 2.1.2.8 Identify other development programs in the institution 2.1.2.9 Implement at least 50% of the identified development programs

	Strategy 2.1.3 Improving the institutions evaluation and monitoring of research projects and extension activities	2.1.3.1 Enhance the existing research and extension evaluation and monitoring form 2.1.3.2 Introduce the form to all personnel involve in research and extension activities 2.1.3.3 Determine the usability and effectiveness of the form
Objective 2.2 Magnify the involvement of faculty and other personnel in the conduct extension activities	Strategy 2.2.1 Organizing a development program for the conduct extension activities	2.2.2.1 Strengthen the Extension Committee (REC) by reviewing and updating the roles and responsibilities 2.2.2.2 Include the conduct of extension activities in the OPCR
	Strategy 2.2.2 Improving the institutions evaluation and monitoring of research projects and extension activities	2.2.2.1 Enhance the existing extension evaluation and monitoring form 2.2.2.2 Introduce the form to all personnel involve in extension activities 2.2.2.3 Determine the usability and effectiveness of the form

Goal 3: To assess and increase certified TVET graduates and industry workers.		
OBJECTIVES	STRATEGIES	ACTIVITIES
<i>Objective 3.1</i> Ensure TVET graduates undergo competency assessment	<i>Strategy 3.1.1</i> Emphasizing the importance of assessment.	3.1.1.1 An individual may apply assessment in TESDA TVET assessment centers 3.1.1.2 Check duly accomplished application form and Self-Assessment Guide 3.1.1.3 Endorsing TVET graduates and approved industry workers to undergo national competency assessment. 3.1.1.4 AC submit assessment request/s for schedule of assessment *Determine the purpose of assessment *Reiterate the importance of having national certificate for employment
<i>Objective 3.2</i> Ensure the availability of assessment facilities, tools and equipment for a well-organized conduct of competency assessment	<i>Strategy 3.2.2</i> Maintaining assessment tools, facilities and equipment	3.2.2.1 Institutionalize the Facilities and Equipment Maintenance System (FEMS) 3.2.2.2 Create FEMS unit including their roles and responsibilities 3.2.2.3 Conduct periodic inspection of facilities and equipment 3.2.2.4 Conduct repairs and maintenance if needed 3.2.2.5 Designate tool keeper including his/her duties and responsibilities 3.2.2.6 Conduct physical inventory of tools, equipment and facilities twice a year

<i>Objective 3.3</i> Improve the conduct of competency assessment	<i>Strategy 3.3.1</i> Develop monitoring and evaluation instrument	3.3.1.1 Gather, analyze and interpret data 3.3.1.2 Apply preventive/corrective measures
	<i>Strategy 4.2.2</i> Increase financial resources	4.2.2.1 Implement austerity measures on power and supplies consumption 4.2.2.2 Integrate green concepts in daily operation such as proper waste segregation, use of LED lights, reducing carbon footprints, etc. 4.2.2.3 Identify other fund sources such as IGP, SSP, donations from LGU and NGO, etc. 4.2.2.4 Strengthen IGP/Training Cum Production program of the institution 4.2.2.5 Establish marketing strategy for agricultural products such as poultry eggs, swine, chicken, vermicast, vegetable harvest, etc.

Goal 4: To enhance operational efficiency.		
OBJECTIVES	STRATEGIES	ACTIVITIES
Objective 4.1 Intensify the institution's systems and procedures	Strategy 4.1.1 Improving the Quality Management System (QMS)	4.1.1.1 Set a meeting with internal quality auditors, quality manager and all process owners 4.1.1.2 Review QMS once every year for possible revision and improvement Conduct internal quality audit twice a year
	Strategy 4.1.2 Strengthen accreditation with APACC, STAR rating and Seal of Integrity	4.1.2.1 Develop a system for the improvement of systems and procedures to qualify for higher level of accreditation 4.1.2.2 Continuous orientation of faculty and staff on APACC, STAR rating and Seal of Integrity compliance 4.1.2.3 Identify criteria/parameters that need improvement 4.1.2.4 Conduct an institutional mock audit 4.1.2.5 Present results of mock audit 4.1.2.6 Prepare a list of recommendations and solutions
	Strategy 4.1.3 Improve customer service delivery	4.1.3.1 Send customer service officer to related trainings 4.1.3.2 Enhance customer satisfaction form (CSF) 4.1.3.3 Gather CSF and analyze results 4.1.3.4 Monitor and evaluate customer service feedback 4.1.3.5 Address customer concerns

Objective 4.2 Enhance the institution's productivity	Strategy 4.2.1 Improve fund utilization system	4.2.1.1 Prepare Annual Procurement Plan (APP)
		4.2.1.2 Analyze submitted APP 4.2.1.3 Set a meeting to finalize APP 4.2.1.4 Develop a mechanism of proper fund utilization such as prioritizing training supplies and other materials that are considered critical in the delivery of programs 4.2.1.5 Identify other fund sources such as IGP/Training Cum Production, SSP, donations from LGU and NGO, etc.

A. Operational Plan 2024 – 2028

Operational Plan

This target setting serves as a link between the organization and individual to attain its goal. It helps the institution set and communicate the expected level of performance and focus on the achievable goals.

Table 5 Physical Targets

Programs	Annual Targets							Total
	2024	ACT UAL	2025	ACT UAL	2026	2027	2028	
TVET <u>Programs</u> (Rationalized Program)								
Offer higher programs such as Diploma,	1	1 DAT		1 DAT		1		2
Offer higher programs such as NCIII-NC IV (based on <u>Objective</u> .)	2	1 BKP	2	0	2	1	1	8
Staff Development								
Trainer's Immersion	3	% OPCR	4	% OPCR	5	5	5	22