



Objectives, Targets, and Programs (OTP)

Year: 2023

Office: Office of the Director of NSTP

Objectives¹:

1. To draft the NSTP Operation Manual
2. To recruit of CWTS training staff
3. To draft the NSTP registration process

¹ Refer to the MFO as indicated in the OPCR of the office and formulate a SMART Objective

Indicators and Targets²:

Accomplishment

² Refer to the targets in the OPCR of the office as aligned to the objectives

Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)

| Risk ID | Action Description | Target Implementation Date | Resources Needed | Are resources available? | Responsible Person/ Office |
|---------------|---|----------------------------|---------------------|--|----------------------------|
| NSTP-W5-21-01 | Draft the NSTP Operation Manual | 09/08/2023 | Laptop | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Director/ dDRC |
| 23-NSTP-W1 | Draft a Proposal to transfer the NSTP Classes to Wednesday from Saturday. | 14/02/2023 | Laptop | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Director/ dDRC |
| 23-NSTP-W2 | Draft a Proposal for a two (2) story building. | 26/07/2023 | Template/ Laptop | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Director/ dDRC |
| 23-NSTP-W3 | Draft a Proposal for Facilities Upgrading of NSTP Office. | 09/01/2023 | Template/ Laptop | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Director/ dDRC |
| 23-NSTP-W3 | Draft a NSTP registration procedure | 08/02/2023 | Template/ Laptop | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Director/ dDRC |