



TPAD ONLINE TRAINING

ON

MANAGING PC OPERATIONAL WORK PLAN

CREATING OPERATIONAL WORK PLAN



CONTENT

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- Performance Contracting is part of the broader public sector reforms aimed at improving efficiency and effectiveness in the management of the public service.
- The TSC implements the PC for Heads of Institutions using the national guidelines issued by the government.
- An institution's Operational Work Plan is created from the defined Operational Work Plan, to make it relevant to the particular institution.
- The institution Operational Work Plan is approved by the respective County Director and on behalf of the Commission Secretary, sign the PC by 15th of January.
- Performance Contract menu is only available to Heads of institutions.



- Once the user successfully logs in, the Head of Institution will access a landing page.
- This landing page shows a “Dashboard” displaying all the activities that the Head of institution can do as shown on the extreme left of the interface;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The interface includes a top navigation bar with the TPAD logo and the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)'. A user profile icon and 'TSC No : [redacted]' are visible in the top right. A left sidebar menu contains the following items: Dashboard, Appraisals, Calendar of Activities, TPD, PC, Institution Setup, and Reports. The main content area shows the user's profile information: Institution Name: TSC Primary School, IPPD Code: 9874563210, Institution Level: Primary >> (Primary Schools), and Designation: Head of Institution. Below this, there are three summary cards: Pending Appraisals (0), Completed Appraisals (0), and Notifications (0). At the bottom, there are two progress charts: 'My Appraisal Progress : 2020' with a sub-chart for 'Termly Progress : 2020', and 'My Annual Appraisal Progress' with a sub-chart for 'Annual Progress'. Both charts show a vertical axis labeled 'height' with a scale from 0 to 10.



Creation of an Institution Operational Work Plan

- To access Create Operational Work Plan menu, click on “PC” menu on the dashboard.
- It will reveal two sub menus, “Manage PC OWP” and “PC Evaluation” as shown on the screen shot;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The top navigation bar includes the TPAD logo, the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', a user profile icon with 'TSC No:' next to it, and the date '29th Jul, 2020'. The main content area shows the 'HOI Portal > Dashboard' breadcrumb. A table displays institution details: Institution Name: TSC Primary School, IPPD Code: 9874563210, Institution Level: Primary >> (Primary Schools), and Designation: Head of Institution. Below the table are three summary cards: '1 Pending Appraisals', '0 Completed Appraisals', and '0 Notifications'. At the bottom, there are two progress charts: 'My Appraisal Progress : 2020' with a sub-chart 'Termly Progress : 2020' and 'My Annual Appraisal Progress' with a sub-chart 'Annual Progress'. Both charts have a y-axis labeled 'Weight' ranging from 6 to 10.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

HOI Portal > Dashboard

29th Jul, 2020

Institution Name : TSC Primary School	IPPD Code : 9874563210
Institution Level : Primary >> (Primary Schools)	Designation : Head of Institution

1 Pending Appraisals

0 Completed Appraisals

0 Notifications

My Appraisal Progress : 2020

Termly Progress : 2020

My Annual Appraisal Progress

Annual Progress

Weight



- Select “Manage PC OWP” module which will reveal the following options;
 - View PC
 - Create OWP
 - Update OWP as shown on the screen still on the extreme left.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The sidebar menu on the left includes the following options:

- Dashboard
- Appraisals
- Calendar Of Activities
- TPD
- PC
- Manage PC OWP** (highlighted with a blue arrow)
- View PC
- Create OWP
- Update OWP
- Print OWP
- PC Evaluation
- Institution Setup
- Reports

The main content area shows the following information:

- TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)**
- TSC No :** [Redacted]
- HQ Portal > Dashboard**
- 29th Jul, 2020**
- Institution Name :** TSC Primary School
- IPPD Code :** 9874563210
- Institution Level :** Primary >> [Primary Schools]
- Designation :** Head of Institution

Summary Cards:

- 1 Pending Appraisals** (with user icon)
- 0 Completed Appraisals** (with laptop icon)
- Notifications** (with document icon)

Progress Charts:

- My Appraisal Progress : 2020** (Termly Progress : 2020)
- My Annual Appraisal Progress** (Annual Progress)



- To create an institution's Operational Work Plan, select "Create OWP" menu and this action will open the "Performance Contract Criteria" landing page.
- This page will display a list of all Performance Contract Criteria.

Criteria	Weight
FINANCIAL AWARENESS AND DISCIPLINE	Weight >> 10
SERVICE DELIVERY	Weight >> 10
CORE MANDATE	Weight >> 60
ACCESS TO INSTITUTIONAL PROCUREMENT	Weight >> 4
PROMOTION OF LOCAL CONTENT IN PROCUREMENT	Weight >> 2
CROSS-CUTTING	Weight >> 14



- Click on any of the “Performance Contract criteria”.
- This will reveal the “Performance Indicators” of each performance criteria as shown in the interface;

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

HOI Portal > PC Criteria

30th Jul, 2020

List of PC Criteria

[FINANCIAL STEWARDSHIP AND DISCIPLINE](#) Weight >> 10

#	Performance Indicators	Weight	SCD Evaluation	Actions
1	Absorption of Allocated Funds.	5	0	View Activities
2	Compliance with Audit Requirements.	2	0	View Activities
3	Pending Bills.	3	0	View Activities

[SERVICE DELIVERY](#) Weight >> 10

[CORE MANDATE](#) Weight >> 60



- Click the “View activities” button on the performance indicator which will open a pop up box displaying all PC activities as shown on the next slide.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

30th Jul, 2020

List of PC Criteria

FINANCIAL STEWARDSHIP AND DISCIPLINE Weight: 10

#	Performance Indicators:	Weight	SCD evaluation	Actions:
1	Absorption of Allocated Funds.	5	0	View Activities
2	Compliance with Audit Requirements.	2	0	View Activities
3	Pending Bills.	3	0	View Activities

SERVICE DELIVERY Weight: 10

CORE MANDATE Weight: 60



- The pop up box displays “PC activities” under each of the Performance indicators in the Performance Contract.
- To create Operational Work Plan relevant to a particular institution, the Head of Institution should click on the “Add output” button on the dialogue box.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. A pop-up dialog box titled "PC Activities Under Absorption of Allocated Funds" is open, showing a list of activities with their weights and "Add Output" buttons. The background interface includes a sidebar with navigation options like Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Manage PC OWP, View PC, Create OWP, Update OWP, Print OWP, PC Evaluation, Institution Setup, and Reports. The main content area shows a list of PC activities under various indicators like FINANCIAL, SERVICE DELIVERY, and CORE MANDATE.

Activity	Weight	Action
i. Prepare and obtain approval of school budget by the Board of Management.	2	+Add Output
ii. Maintain updated books of accounts.	2	+Add Output
iii. Adhere to Public Procurement and Asset Disposal Act (2015).	1	+Add Output

Showing 1 to 3 of 3 entries

Previous 1 Next

Close



• A dialogue box on “Add output details” will be displayed and the user will be required to fill in the following fields as displayed on the form;

- “Start date” – Date that the activity commences
- “End date” – Date that the activity ends
- “Expected output”
- “Actors” – the person responsible for the activity
- “Verifiable evidence”
- “Required resources” to ensure success of the activity.
- “Estimated cost (Ksh)” The cost should be put in Kenya shillings.
- “Weight contribution (Max Weight)”

The screenshot displays the 'Add output details' dialog box within the TPAD system. The dialog box is a white window with a dark header and footer. It contains the following fields:

- Start Date:** A text input field with a calendar icon to its right.
- Verifiable Evidence:** A text input field.
- End Date:** A text input field with a calendar icon to its right.
- Required Resources:** A text input field.
- Expected Output:** A text input field.
- Estimated Cost (Ksh):** A text input field.
- Actors:** A text input field.

At the bottom of the dialog box, there is a dark blue 'Save' button on the left and a dark blue 'Close' button on the right. The background of the screenshot shows the TPAD dashboard with a sidebar menu containing the following items: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, and Reports. The footer of the dashboard reads '© 2020 TPAD System - Create Activity - QWP'.



- Once you have populated all the fields indicated in the drop down box, Click “Save” button.
- To complete creating the Operational Work Plan, repeat the same process in all the activities relevant to the institution.

The screenshot displays the 'Add output details' form within the TPAD system. The form is overlaid on a dashboard with a dark sidebar containing navigation options like 'Dashboard', 'Approvals', 'Calendar Of Activities', 'TPD', 'PC', 'Institution Setup', and 'Reports'. The form fields are as follows:

Field	Value / Label
Start Date	dd--yy
End Date	dd--yy
Expected Output	
Verifiable Evidence	
Required Resources	
Estimated Cost (Ksh)	
Weight Contribution (Max Weight: 2)	

A blue arrow points from the text 'Click "Save" button' in the instructions to the 'Save' button at the bottom of the form. The 'Close' button is also visible at the bottom right of the form.



To Edit or Add New Output

- The Head of institution can edit any output by clicking on “Edit” button on the already created activity at the extreme right on the Action column.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The header includes the TPAD logo and the text "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)". The user's TSC No. is visible in the top right corner. The main content area shows a breadcrumb trail: "HOI Portal > Create Activity - Operational Work Plan". A date of "30th Jul, 2020" is displayed in the top right. Below the breadcrumb, there is a "+ Add Output" button and a "Previous Page" button. The main heading reads "List of Outputs Under PC Activity >> i. Prepare and obtain approval of school budget by the Board of Management." Below this, there is a "Show 10 entries" dropdown and a search bar. The table below lists the outputs with columns for #, Output, Verifiable Evidence, Start Date, End Date, Resources, Estimated Cost (Ksh), Actors, Weight Contribution, and Action. The first entry is "Completion of the classroom structures" with an "Edit" button highlighted in the Action column. The table footer shows "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous", "1", and "Next".

#	Output	Verifiable Evidence	Start Date	End Date	Resources	Estimated Cost(Ksh)	Actors	Weight Contribution	Action
1	Completion of the classroom structures	Building structures	2020-08-24	2020-10-18	Finances	500000	Engineers	0.02	Edit



- This will prompt the “Edit OWP” dialogue box to open.
- The user can do adjustments on the intended performance criteria and click on “Save” button on each performance criteria edited.
- Once all the intended changes have been effected, click “Close” to complete.

The screenshot displays the TPAD interface with the 'Edit OWP' dialog box open. The dialog box contains the following fields:

- StartDate: 24-Aug-2020
- EndDate: 18-Oct-2020
- Expected Output: Completion of the classr
- Actors: Engineers
- Verifiable Indicators: Building structures
- Required Resources: Finances
- Estimated Cost(Ksh): 500000
- Weight Contribution(Max Weight :2): 0.02

Buttons for 'Save' and 'Close' are visible at the bottom of the dialog. The background shows a list of outputs under the Board of Management and a table of school budget data.

Estimated Cost(Ksh)	Actors	Weight Contribution	Action
500000	Engineers	0.02	Edit
Estimated Cost(Ksh)	Actors	Weight Contribution	Action



TPAD ONLINE TRAINING

ON

MANAGING PC OPERATIONAL WORK PLAN

UPDATING OPERATIONAL WORK PLAN



- Based on the parameters configured in the Create Operational Work Plan interface, the Head of Institution will provide Termly Updates to the Operational Work plan.
- This intern informs the Performance Contracting Contract Report.



- Once the Head of institution successfully logs in, she/he will access a landing page.
- The page shows a “Dashboard” displaying all the activities that the Head of institution can do as shown on the extreme left of the interface;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. On the left is a dark blue sidebar menu with the following items: Dashboard, Appraisals, Calendar of Activities, TPD, PC, Institution Setup, and Reports. The main content area has a dark blue header with the TPAD logo and the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)'. To the right of the header is a 'TSC No:' field. Below the header, the breadcrumb 'HOI Portal > Dashboard' is visible, along with a date '29th Jul, 2020'. The dashboard content includes a table with the following information:

Institution Name : TSC Primary School	IPPD Code : 9874563210
Institution Level : Primary >> { Primary Schools }	Designation : Head of Institution

Below the table are three summary cards: 'Pending Appraisals' (0), 'Completed Appraisals' (0), and 'Notifications' (0). At the bottom, there are two progress charts: 'Termly Progress : 2020' and 'Annual Progress', both showing a vertical axis labeled 'Height' with values 6, 8, and 10.



Updating of an Institution Operational Work Plan

- To access Update Operational Work Plan menu, click on “PC” menu on the dashboard.
- It will reveal two sub menus, “Manage PC OWP” and “PC Evaluation” as shown on the screen shot;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and the user's TSC No. (redacted). The main content area shows the user's profile information: Institution Name: TSC Primary School, IPPD Code: 9874563210, Institution Level: Primary, and Designation: Head of Institution. Below this, there are three summary cards: Pending Appraisals (1), Completed Appraisals (0), and Notifications (0). At the bottom, there are two progress charts for "My Appraisal Progress : 2020", one for "Termly Progress : 2020" and one for "Annual Progress", both showing a weight of 0 on a scale of 0 to 10.



➤ Select “Manage PC OWP” module which will reveal the following options;

- View PC
- Create OWP
- Update OWP as shown on the screen shot.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and a user profile icon with "TSC No :". The breadcrumb trail shows "HOI Portal > Dashboard" and the date is "29th Jul, 2020".

The main content area is divided into several sections:

- User Information:** A table displaying details for the user:

Institution Name : TSC Primary School	IPPD Code : 9874563210
Institution Level : Primary >> (Primary Schools)	Designation : Head of Institution
- Summary Cards:** Three cards showing counts:
 - Pending Appraisals: 1
 - Completed Appraisals: 0
 - Notifications: 0
- Progress Charts:** Two charts for "My Appraisal Progress : 2020":
 - Termly Progress : 2020
 - Annual Progress

The left sidebar menu is expanded, showing the following options under "Manage PC OWP":

- View PC
- Create OWP
- Update OWP
- Print OWP
- PC Evaluation
- Institution Setup
- Reports



- To update an institution's Operational Work Plan, select "Update OWP" menu and this action will open the "Update OWP" landing page.
- This page will display a "List of Performance Contract Criteria".

List of PC Criteria	
FINANCIAL STEWARDSHIP AND DISCIPLINE	Weight >> 10
SERVICE DELIVERY	Weight >> 10
CORE MANDATE	Weight >> 60
ACCESS TO INSTITUTIONAL PROCUREMENT	Weight >> 4
PROMOTION OF LOCAL CONTENT IN PROCUREMENT	Weight >> 2
CROSS-CUTTING	Weight >> 14



- Upon clicking on any of the “Performance Contract Criteria”, this will reveal the “Performance Indicators” of each criteria as shown in the interface;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and a user profile icon labeled "TSC No :". The main content area shows the "List of PC Criteria" with three categories: "FINANCIAL STEWARDSHIP AND DISCIPLINE" (Weight >> 10), "SERVICE DELIVERY" (Weight >> 10), and "CORE MANDATE" (Weight >> 60). The "FINANCIAL STEWARDSHIP AND DISCIPLINE" category is expanded to show a table of performance indicators.

#	Performance Indicators:	Weight	SCD Evaluation	Actions
1	Absorption of Allocated Funds.	5	0	View Activities
2	Compliance with Audit Requirements.	2	0	View Activities
3	Pending Bills.	3	0	View Activities



- Click on “View activities” button on the Performance Indicator which will open a pop up box displaying all PC activities as shown on the next slide.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

HOI Portal > Update Operational Work Plan

30th Jul, 2020

List of PC Criteria

FINANCIAL STEWARDSHIP-FUND DISCIPLINE Weight 40

PI	Performance Indicators:	Weight	SCD Evaluation	Actions
1	Absorption of Allocated Funds.	5	0	View Activities
2	Compliance with Audit Requirements.	2	0	View Activities
3	Pending Bills.	3	0	View Activities

SERVICE DELIVERY Weight 40

CORE MANDATE Weight 20



- The “PC activities” pop up box displays activities under each of the Performance indicators in the Performance Contract.
- To add progress on an activity, click “Update Progress” button on the respective Performance Contract Criteria activity.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. A pop-up window titled "PC Activities Under Absorption of Allocated Funds" is open, showing a list of activities with their weights and "Update Progress" buttons. The background shows the main dashboard with a sidebar menu and a list of performance contract criteria.

Activity	Weight	Action
i. Prepare and obtain approval of school budget by the Board of Management.	2	Update Progress
ii. Maintain updated books of accounts.	2	Update Progress
iii. Adhere to Public Procurement and Asset Disposal Act (2015).	1	Update Progress

Showing 1 to 3 of 3 entries

Previous 1 Next

Close



- This action will open the “Operational Work Plan activities” landing page.
- Click “Add Progress” button for the PC activity intended and a dialogue box on Add Progress will open.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

30th Jul, 2021

Update Progress for PC Activity >> i. Prepare and obtain approval of school budget by the Board of Management.

Show 10 entries Search:

Output	Verifiable Evidence	StartDate	EndDate	Resources	Estimated Cost	Actors	Weight Contribution	Action
Completion of the classroom structures	Building structures	2020-08-24	2020-10-18	Finances	500000	Engineers	0.02	Add Progress

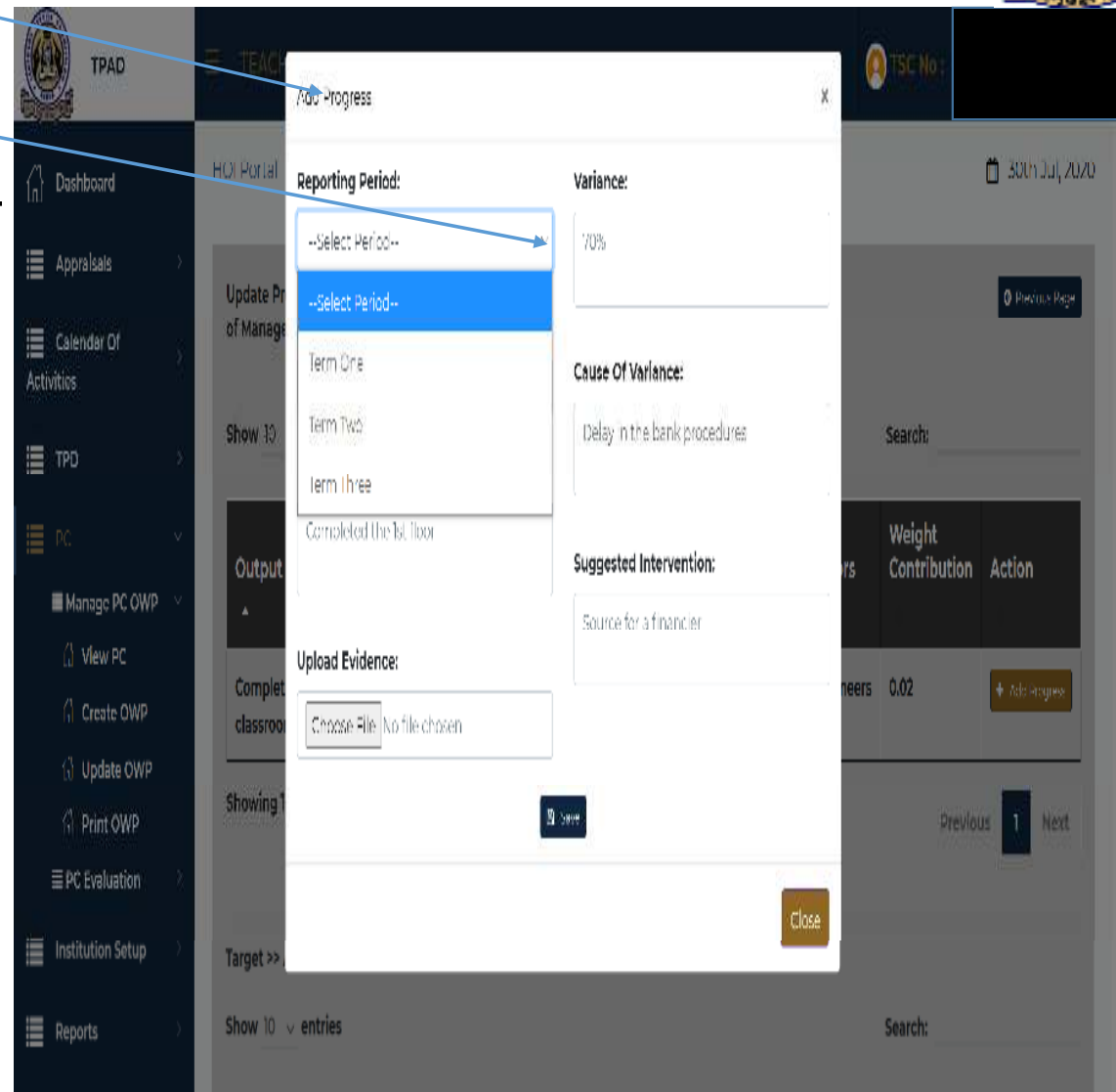
Showing 1 to 1 of 1 entries Previous 1 Next

Target >> Absorption of Allocated Funds.

Show 10 entries Search:



- On the displayed “Add Progress” dialogue box, fill all the fields;
 - “Reporting period”- On the “Reporting Period” click on the drop down tab and select the period, which should be either Term one, Term Two or Term Three.
 - “Actual Achievement (%)” – Input the achievement of the progress as a percentage
 - “Description of Achievement” – Describe the achievement made
 - Any “Variance”
 - “Cause of Variance” – Any cause of variance
 - “Suggested Intervention” – Suggest any intervention and
 - “Upload Evidence” if any.





➤ Once you have filled all the fields indicated in the dialogue boxes, Click “Save” button.

➤ To complete updating the Operational Work Plan, repeat the same process in all the activities intended to update and then click “close” button to finish.

The screenshot displays the TPAD (Teacher Professional Assessment and Development) interface. A central dialog box titled "Add Progress" is open, allowing users to input data for a specific activity. The dialog box includes the following fields:

- Reporting Period:** A dropdown menu currently showing "--Select Period--".
- Actual Achievement in %:** A text input field.
- Description of Achievement:** A larger text input field.
- Variance:** A text input field.
- Cause Of Variance:** A text input field.
- Suggested Intervention:** A text input field.
- Upload Evidence:** A file upload button labeled "Choose File" with the text "No file chosen" below it.

At the bottom of the dialog box, there are two buttons: a dark blue "Save" button and a brown "Close" button. Blue arrows from the text above point to these buttons. The background shows the TPAD dashboard with a sidebar menu (Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports) and a main content area with a table of activities.



To Edit an Activity

- To edit any activity , the Head of institution should click on “Edit” button on the “Update Operational Work Plan Activities” page under “Target” as shown on the screen shot below;

The screenshot displays a web application interface for managing activities. On the left is a dark sidebar with navigation options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, and Reports. The main content area is divided into two sections. The top section shows a table of activities with columns: Output, Verifiable Evidence, StartDate, EndDate, Resources, Estimated Cost, Actors, Weight Contribution, and Action. A single entry is shown for 'Completion of the classroom structures' with a '+ Add Engineers' button. Below this is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. The bottom section is titled 'Target >> Absorption of Allocated Funds.' and includes a search bar and a table with columns: Activities, Reporting Period, Actual Achievement (%), Description, Variance, Cause Of Variance, Suggested Intervention, Evidence, Date, and Action. A single entry is shown for 'Completion of the classroom structures' with a 'View' button and an 'Edit' button. Below this is another pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. A blue arrow points from the 'Edit' button in the bottom table to the 'Edit' button in the top table.

Output	Verifiable Evidence	StartDate	EndDate	Resources	Estimated Cost	Actors	Weight Contribution	Action
Completion of the classroom structures	Building structures	2020-08-24	2020-10-18	Finances	500000	Engineers	0.02	+ Add Engineers

Showing 1 to 1 of 1 entries

Previous 1 Next

Target >> Absorption of Allocated Funds.

Show 10 entries

Search:

Activities	Reporting Period	Actual Achievement (%)	Description	Variance	Cause Of Variance	Suggested Intervention	Evidence	Date	Action
Completion of the classroom structures	Term One	30	Completed first floor	70%	Delay in the bank procedures	Source for a financier	View	30th Jul 2020	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next



- This action will prompt the “Edit Progress “dialogue box to open.
- The user can do adjustments on the intended Performance Criteria and click on “Save” button on each performance criteria edited.
- Once all the intended changes have been effected, click “Close” button to finish.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. A central dialog box titled "Edit Progress" is open, allowing for the modification of performance criteria. The dialog box includes the following fields:

- Reporting Period:** Term One
- Variance:** 70%
- Actual Achievement in :** 50
- Description of Achievement:** Completed first floor
- Cause Of Variance:** Delay in the bank procedures
- Suggested Intervention:** Source for the financier

The "Save" button is highlighted with a blue arrow, and the "Close" button is also highlighted with a blue arrow. The background shows a table with columns for "Evidence", "Date", and "Action".

Evidence	Date	Action
Completed of the classroom structures	30th Jul 2020	the bank procedures financier



TPAD ONLINE TRAINING

ON

MANAGING OPERATIONAL WORK PLAN

- How to view an Institution's Operational Work Plan
- How to View Sub County Director's Evaluation



How to View an Institution's Operational Work Plan

- Once the user successfully logs in, the Head of Institution will access a landing page.
- This landing page shows a “Dashboard” displaying all the activities that the Head of institution can do as shown on the extreme left of the interface;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard interface. The top navigation bar includes the TPAD logo and the text "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)". A user profile section shows "TSC No:". The left sidebar menu contains the following options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, and Reports. The main content area displays "HOI Portal > Dashboard" and the date "29th Jul, 2020". A summary box shows the following information: Institution Name : TSC Primary School, IPPD Code : 9874563210, Institution Level : Primary >> (Primary Schools), and Designation : Head of Institution. Below this are three cards: Pending Appraisals (with a person icon), Completed Appraisals (with a monitor icon), and Notifications (with a document icon). At the bottom, there are two progress charts: My Appraisal Progress : 2020 (with a Termly Progress : 2020 chart) and My Annual Appraisal Progress (with an Annual Progress chart). Both charts have a vertical axis labeled "Height" with values 0, 5, and 10.



- To access “View PC” menu, click on “PC” module on the dashboard.
- It will reveal two sub menus, “Manage PC OWP” and “PC Evaluation” as shown on the screen shot;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The header includes the TPAD logo and the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)". The user's TSC No. is partially visible. The dashboard shows the following information:

- Institution Name:** TSC Primary School
- IPPD Code:** 9874563210
- Institution Level:** Primary >> (Primary Schools)
- Designation:** Head of Institution

Below this information, there are three summary cards:

- Pending Appraisals:** 1
- Completed Appraisals:** 0
- Notifications:** 0

The dashboard also features two progress charts:

- My Appraisal Progress : 2020** (Termly Progress : 2020)
- My Annual Appraisal Progress** (Annual Progress)

Both charts show a y-axis labeled "Weight" ranging from 0 to 10. The "PC" menu item in the left sidebar is highlighted, and a blue arrow points to it from the text above.



- Select “Manage PC OWP” module which will reveal the following options;
 - View PC
 - Create OWP
 - Update OWP as shown on the screen still on the extreme left.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and the user's TSC No. The main content area shows the user's profile information for TSC Primary School, including the IPPD Code (9874563210) and Designation (Head of Institution). Below this, there are three summary cards: Pending Appraisals (1), Completed Appraisals (0), and Notifications. At the bottom, there are two progress charts: "My Appraisal Progress : 2020" showing Termly Progress and "My Annual Appraisal Progress" showing Annual Progress. The sidebar menu on the left lists various modules, with "Manage PC OWP" highlighted, and its sub-options (View PC, Create OWP, Update OWP, Print OWP) are visible.



- Click on “View PC” button, which will land you to “View PC” landing page.
- From this page you will be able to view Measure Units, Weight, Target and Number of Activities of each Performance Indicator under each Performance Criteria.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

1101 Portal > View PC

3rd Aug, 2020

Performance Criteria	Performance Indicators				
FINANCIAL STEWARDSHIP AND DISCIPLINE	Performance Indicators	Measure Units	Weight	Target	No. of Activities
	Absorption of Allocated Funds.	%	5	100	0
	Compliance with Audit Requirements.	%	2	100	0
	Pending Bills.	%	3	1	0
SERVICE DELIVERY	Performance Indicators	Measure Units	Weight	Target	No. of Activities
	Implementation of Citizens Service Delivery Charter.	%	4	100	0
	Application of Service Delivery Innovation.	%	3	100	0



View Sub County Director's PC Evaluation

- Once the user successfully logs in, the Head of Institution will access a landing page.
- This landing page shows a “Dashboard” displaying all the activities that the Head of institution can do as shown on the extreme left of the interface;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The interface includes a top navigation bar with the TPAD logo and a user profile section showing 'TSC No:'. A left sidebar menu lists navigation options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, and Reports. The main content area displays 'HOI Portal > Dashboard' with a date of '29th Jul, 2020'. It features a summary box with 'Institution Name: TSC Primary School', 'Institution Level: Primary >> (Primary Schools)', 'IPPD Code: 9874563210', and 'Designation: Head of Institution'. Below this are three summary cards: 'Pending Appraisals', 'Completed Appraisals', and 'Notifications'. At the bottom, there are two progress charts: 'My Appraisal Progress : 2020' with a sub-chart for 'Termly Progress : 2020', and 'My Annual Appraisal Progress' with a sub-chart for 'Annual Progress'. Both charts have a y-axis labeled 'Height' with values 0, 5, and 10.



- Click on “PC” module on the dashboard.
- It will reveal two sub menus, “Manage PC OWP” and “PC Evaluation” as shown on the screen shot;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) dashboard. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and the user's TSC No. (redacted). The date is 29th Jul, 2020.

The dashboard shows the following information:

- HOI Portal > Dashboard**
- Institution Name :** TSC Primary School
- IPPD Code :** 9874563210
- Institution Level :** Primary >> (Primary Schools)
- Designation :** Head of Institution

Summary Cards:

- 1 Pending Appraisals** (Icon: Person)
- 0 Completed Appraisals** (Icon: Computer)
- 0 Notifications** (Icon: Document)

Progress Charts:

- My Appraisal Progress : 2020**
 - Termly Progress : 2020** (Weight: 0)
- My Annual Appraisal Progress** (Weight: 0)



- Select “PC Evaluation” and it will reveal “View SCD Evaluation” button and PC Contracts landing page.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

HOI Portal > PC Contracts

Filter Search

Year

--- Add Year ---

Search

List of Performance Contracts

Show 3 entries

	Year	OWP Submission Date	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Actions
1	2018		6	0	0	Incomplete	View PC
2	2017		0	0	0	Incomplete	View PC
3	2020		6	21	60	Incomplete	View PC



- The PC Contracts page also has a “List of Performance Contracts” as shown on the interface below;

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) web interface. The top navigation bar includes the TPAD logo, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and a user profile section labeled 'TSC No:'. A left sidebar menu contains various navigation options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Manage PC OWP, PC Evaluation, View SCD Evaluation, Institution Setup, and Reports. The main content area is titled 'List of Performance Contracts' and features a 'Filter Search' section with a 'Year' dropdown menu and a 'Search' button. Below the search section, there is a table with the following data:

#	Year	OWIP Submission Date	Total Criteria	Total Performance Indicators	Total Activities	OWIP Completion Status	Actions
1	2018		6	0	0	Incomplete	View PC
2	2017		0	0	0	Incomplete	View PC
3	2020		6	21	60	Incomplete	View PC



- On the contract year that you want to view, click “View PC” on the Action column at the extreme right.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [Redacted]

HOI Portal > PC Contracts

Filter Search

Year

--- Add Year ---

Search

List of Performance Contracts

Show 10 entries

Search:

#	Year	OWP Submission Date	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Actions
1	2018		6	0	0	Incomplete	View PC
2	2017		0	0	0	Incomplete	View PC
3	2020		6	21	60	Incomplete	View PC



- From this “SCD Evaluation and Comments” page, you will be able to view SCD Evaluation and comments on the “PC Contract year” you intend to view.
- Also View the Measure Units, Weight, Target, SCD Evaluation and SCD Comments of each Performance indicator under each Performance Criteria

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

HOI Portal > SCD Evaluation & Comments.

PC Contract Year: 2018

Performance Criteria	Performance Indicators					
Financial Stewardship and Discipline	Performance Indicator	Measure Units	Weight	Target	SCD Evaluation	SCD Comments
Service Delivery Indicators	Performance Indicator	Measure Units	Weight	Target	SCD Evaluation	SCD Comments
Core Mandate	Performance Indicator	Measure Units	Weight	Target	SCD Evaluation	SCD Comments
Access to Institutional Procurement	Performance Indicator	Measure Units	Weight	Target	SCD Evaluation	SCD Comments

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THE END