



NASIPIT WATER DISTRICT

A member of the Philippine Association of Water Districts, Inc. (PAWD)

Maubo Road, District 5, Brgy. Triangulo

Nasipit, Agusan del Norte

“SAFE and POTABLE WATER”

“WATER IS LIFE, SAVE IT”

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GUIDELINES/MECHANICS IN RANKING OFFICES/ DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015

This phase aims to assess both Office and individual employee’s performance level based on set performance targets and measures as approved in the office and individual performance contracts (OPCR and IPCR). The rater objectively determines the gaps between the actual and desired performance.

1. Division/Office Performance Assessment

1.1 The NWD Management shall assess and evaluate the performance of Divisions/Offices.

1.2 The Division Heads shall initially assess the Division’s/Office’s performance using the OPCR.

1.3 The NWD Management shall validate the accomplishments reported by offices as necessary.

1.4 Various rating scales shall be used for specific sets of measures, as follows:

1.4.1 Core Function

These are functions that implement and deliver the mandates of the NWD as identified in the NWD Roadmap, NWD PGS and OPIF.

1.4.2. Support Function

These are functions that provide necessary resources to enable the NWD to effectively perform its mandate.

1.5. Critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the Revised OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T).

- 1.6. The Administrative Division shall return to the Divisions/Offices the validated accomplishments, with the summary report per Division/Office. A Division/Office is given three (3) days to comment on the validated accomplishments otherwise the Administrative Division shall consider it as final for submission to the General Manager for final assessment.
- 1.7. To assist the General Manager evaluate performance, the Administrative Division shall consolidate, review, validate and evaluate the initial performance assessment of the Division Heads based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses.
- 1.8. A performance review conference shall be conducted by the NWD PMT annually. The Administrative Division shall facilitate the discussion of Division/Office assessment with concerned Division Heads. This shall include participation of the Financial Division/Office as regards to budget utilization. To ensure complete and comprehensive performance review, all Divisions/Offices shall submit a quarterly accomplishment report to the Administrative Division.

2. Performance assessment and Evaluation for Individual Employees

- 2.1 The immediate supervisor shall assess individual employee performance based on the commitments made at the beginning of the rating period. The supervisor shall indicate qualitative comments, observations and recommendations in the IPCR to include behavior and critical incidentsⁱ that may be considered for other human resource development purposes such as promotion and other interventions. Said assessment shall be discussed with the concerned individual prior to the submission of the IPCR to the Division Heads.
- 2.2 The Division Heads shall make the final assessment of performance level of the individual employees in his/her Division/Office. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The Division Heads may adopt appropriate mechanism to assist him/her distinguish performance level of individuals such as, but not limited to, peer ranking and client satisfaction.

- 2.3 The average of all individual performance assessments shall not go higher than the collective performance assessment of the Office.
- 2.4 The Division Heads shall ensure that the performance assessment of the employees is submitted to the Administrative Division within the prescribed time.
- 2.5 The PMT shall serve as the appeals body and final arbiter on performance concerns. An employee who does not agree with the performance assessment received may file an appeal with the PMT through the Administrative Division within 10 days from receipt of the final approved IPCR from the General Manager. PMT shall decide on the appeals within one month from receipt of such appeal.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the Division/Office and the staff for awards and incentives.

Rating period of the employee will done every six months of the Calendar year from January 2 to June 30 and from July 1 to December 31. And Every 2ND Week (Month of July and January) of the following month of the rating period the result will be forwarded to the General Manager for approval.

Various rating scales shall be used for specific sets of measures like core and support functions.

- Core Functions – these are functions performed by the Office/department which are inherent in its mandates.
- Support Functions - these are functions performed by the Office/department that provide necessary resources to enable the office/department to effectively perform its mandate.

However, in general, there shall be five-point rating scale (1-5), 5 being the highest and 1, the lowest.

SPMS General (Effectiveness/Quantity) Rating Scale

<i>Numerical</i>	<i>Description</i>
5	130% meeting the success indicators.
4	115% to 129.99% of the success indicators.
3	100% to 114.99% of the success indicators.
2	51% to 99.99% of the success indicators.
1	Below 50% of the success indicators.

SPMS Rating Scale for Efficiency

<i>Numerical</i>	<i>Description</i>
5	Task completed 10 days before target date and/or no error.
4	Task completed 5 days before target date and/or 2 errors.
3	Task completed on target date and/or 5 errors.
2	Task completed 5 days after target date and/or 10 errors.
1	Task completed 10 days after target date and/or more than 10 errors.

SPMS Rating Scale for Timeliness

<i>Numerical</i>	<i>Description</i>
5	Task completed on or before the target date.
4	Task completed .01% to 10% after the target date or completed after 3 working days from the target date
3	Task completed 10.01% to 20% after the target date or completed after 5 working days from the target date
2	Task completed 20.01% to 30% after the target date or completed after 10 working days from the target date
1	Task completed by more than 30% after the target date or completed after 15 working days from the target date.

In the computation of the final rating of the office and individual performances critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T). For this purpose, the following weight allocation shall be followed:

Agency Head

Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	<u>10%</u>
		100 %

Technical/Professional Subordinates with SO/SP

Strategic Objectives/Priorities (SO/SP)	-	20%
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Core Functions	-	70%
Support Functions	-	<u>10%</u>
		100%

Technical/Professional Subordinates w/o SO/SP

Core Functions	-	70%
Support Functions	-	<u>30%</u>
		100%

Other employees

Core Functions	-	40%
Support Functions	-	<u>60%</u>
		100%

SAMPLE COMPUTATION:

45% Strategic Priorities, 45% Core Functions, and 10% Support Functions

Category	MFO	Rating
SP/SO	2	$4+3=7/2=3.5 \times 45\%=1.575$
Core Function	4	$3+4+3+2=12/4=3 \times 45\%=1.35$
Support Function	1	$3 \times 10\%=.3$
Total/Final Overall Rating		$1.575+1.35+.3=$ 3.225
Adjectival Rating		Satisfactory



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