



**CAGAYAN DE ORO CITY WATER DISTRICT  
2015 PERFORMANCE EVALUATION SYSTEM  
(an integral part of the COWD SPMS)**

COWD's **Performance Evaluation System** is so designed in accordance with the *standards* of the CSC to ensure realization of the Corporate Plan of the Organization. The **Corporate Plan** of COWD has been *anchored* on the principles of the **Balanced Scorecard** *harmonized* with the **SPMS** of the Civil Service Commission per **MC No. 6**, series of 2012 (Guidelines in the Establishment & Implementation of the SPMS). The **Strategic Goals** were determined in *accordance* with COWD's **Mission** and **Vision**. The **initiatives** have been *crafted* as they are believed to be the most *practical* and *doable* approaches towards realization of the set Goals over a specified period of time. Linking the **SPMS** with the *grant* of incentives like the **performance bonus** shall be in accordance with **Executive Order No. 80** dated 20 July 2012 (Directing the Adoption of a Performance-Based Incentive System for Government Employees).

1. **OPCR** shall have to be submitted for approval by the COWD Board of Directors prior to its submission to the CSC.
2. **Rating Period** is from **01 January 2015** until **31 December 2015**.
3. Submission of **Evaluation Reports/Ratings** (both **OPCR** and **IPCR**) shall be on or before **31 JANUARY 2016**.
4. The following **Offices** and **Departments** shall be subject to *forced ranking* in accordance with SPMS *guidelines* upon validation and approval of OPCR ratings by the PMT and the GM, respectively:

<b>BASIS IN RATING and RANKING the PERFORMANCE OF THE OFFICES/DEPARTMENTS &amp; INDIVIDUAL</b>		
<b>OFFICE or DEPARTMENT</b>	<b>OFFICE or DEPARTMENT RATING</b>	<b>OFFICE &amp; INDIVIDUAL RANK of HEAD</b>
COWD (General Manager)	Strategic <i>Priorities</i> (OPCR of the GM)	to be determined by the <b>BOD</b>
Office of the Assistant General Manager (AGM)	OPCR of the AGM (includes the initiatives of the CSDS and the BAC Sec)	to be determined by the GM
Department	OPCR of Department	the Department shall be ranked with the other 6 Departments using their respective OPCR rating; The rank of the Department shall serve as the individual rank of the Department Manager as well.
Office of the GM (Staff) & ETAG	OPCR of Office	the rank of the Office shall be determined from ranking with all 7 depts & the CSDS -BAC Sec group
Computer Software & Development Section (CSDS) and the BAC Secretariat	OPCR of Section	the rank of the Office shall be determined from ranking with all 7 depts & the OGM-ETAG group

5. The personnel under each Department shall be ranked as follows

<b>DEPARTMENT/OFFICE</b>	<b>RANKING SCHEME</b>
Management Services	by Division
Administrative	personnel will be grouped as follows: (1) HRD; (2) Procurement Div including Magallanes; (3) Medical & Housekeeping Unit; (4) Transportation Maint Section including OIC Div Abangan
Finance	by Division
Commercial	by Division
Engineering	personnel will be grouped as follows: (1) Construction Division (2) P & D, Envi Div and Secretary; (3) NEW SC Installation Section
Production	by Division
Maintenance & NRW Ma	by Division as follows: (1) Commercial Losses; (2) Pipeline Leakage Control; (3) Water
Office of the GM (Staff) &	All personnel within shall be ranked among themselves
Computer Software & Development Section (CSDS) and the BAC	All personnel within shall be ranked among themselves including the staff (Secretary) directly under the Office of the AGM

6. At any instance, there will be **1 "BEST"**, **2 "BETTER"** and **4 "GOOD"** rank among the seven (7) Departments. Should OGM & CSDS rank "BETTER" or "BEST", both the OGM and the CSDS shall not take the slot of any of the seven (7) Departments. Please refer to the HYPOTHETICAL illustration below:

OFFICE or DEPARTMENT	SCENARIO 1		SCENARIO 2		REMARKS
	RATING	RANK	RATING	RANK	
CSDS	4.5	BEST	3.7	GOOD	For Scenario 1, ranking is done twice to determine the FINAL rank of each of the seven (7) depts. after determining the ranks of OGM & CSDS; For Scenario 2, ranking is only done once.
OGM	4.4	BETTER	3.8	GOOD	
Dept 1	4.3	BEST	3.9	GOOD	
Dept 2	4.2	BETTER	4.0	GOOD	
Dept 3	4.1	BETTER	4.1	GOOD	
Dept 4	4.0	GOOD	4.2	GOOD	
Dept 5	3.9	GOOD	4.3	BETTER	
Dept 6	3.8	GOOD	4.4	BETTER	
Dept 7	3.7	GOOD	4.5	BEST	

7. Department Managers, Assistant General Managers and the General Manager shall *not* be *required* to accomplish the **IPCR** being primarily responsible and accountable for the accomplishment of the commitments in the OPCR. The OPCR rating of the department shall be the individual rating of the respective Head; HOWEVER, all other personnel shall be required to accomplish respective IPCR and shall be used as basis for individual performance rating for the period January to December 2015.

8. **Strategic Priorities (50%) average** rating has equal weight as the **Core** and **Support Outputs (50%)**.

9. Personnel **WITHOUT** or with **INCOMPLETE Evaluation Reports (IPCR)** shall *not* be included in future promotions; and in the Recommendation for the Grant of Performance Incentive, the same shall be dealt with accordingly.

10. **Regular** and **Casual** Employees and the **Job Order** Contractuals are subject to this Performance Evaluation System.

11. The **scorecards** shall use the following *scale* :

SCORECARD for OPCR and IPCR		
RATING Based on OUTPUT	SCORE	RANGE
Outstanding	5	4.50-5.00
Very Satisfactory	4	3.50-4.49
Satisfactory	3	2.50-3.49
Unsatisfactory	2	1.50-2.49
Poor	1	1.00-1.49

11. **Performance Bonus** shall be *granted* in accordance with **EO No. 80**:

BASIS FOR PERFORMANCE INCENTIVE (per EO 80)			
INDIVIDUAL	BEST	BETTER	GOOD
<b>Best</b>	35,000 (20%)	20,000 (15%)	10,000 (10%)
<b>Better</b>	25,000 (35%)	13,500 (30%)	7,000 (25%)
<b>Good</b>	15,000 (45%)	10,000 (55%)	5,000 (65%)

#### OTHER CONDITIONS to COMPLY per EXECUTIVE ORDER 80

##### CONDITIONS:

1. Achieve **@ least 90%** of the Strategic Goals for 2015.
2. Achieve **@ least 90%** of priority program/project targets.
3. Satisfy **100% of FOUR GOOD GOVERNANCE CONDITIONS** per AO No. 25.

##### 3a. Maintain a "Transparency Seal" on COWD website:

- 3a.1 COWD's **mandate & function**;
- 3a.2 **Names of officials** with corresponding position and designation and contact information;
- 3a.3 **Annual Reports** (per **NBC No. 507** dated 31 January 2007) for **last 3 years**;
- 3a.4 **Approved budget** and corresponding targets;
- 3a.5 **Major programs** and **Projects** in accordance with 5 KRAs per **EO No. 43** (s. 2011);
- 3a.6 Program/Project **beneficiaries**, if applicable;
- 3a.7 **Status** of implementation of programs/projects;
- 3a.8 **Annual Procurement Plan**, contracts awarded and name of contractors.

##### 3b. PhilGEPS Posting:

- 3b.1 posting of all **Invitations to Bid & Awarded Contracts** in the PhilGEPS;
- 3b.2 posting of **NOA** in the PhilGEPS, COWD website and COWD Bulletin Board **within 3 calendar days** from
- 3b.3 posting of NTP and approved Contract in the PhilGEPS, COWD website and COWD Bulletin Board *within 15*

##### RESPONSIBLE UNIT

COWD  
COWD  
COWD  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
MSD-Corp. Plan  
BAC Secretariat  
BAC Secretariat  
BAC Secretariat

**3c. Cash Advance (CA) Liquidation:**

- 3c.1 **Foreign Travels** must be liquidated **within 60 days** from travel;
- 3c.2 **Domestic Travels** must be liquidated **within 30 days** from travel;
- 3c.3 **Special Activities CA's** must be liquidated **within 30 days** upon completion of said activities.

Finance Department  
Finance Department  
Finance Department

**3d. Citizen's Charter or its Equivalent:**

- 3d.1 **Posting of Citizen's Charter** at Entrance (COWD Admin. Building);
- 3d.2 **Review Citizen's Charter** whenever, BUT *not less than* once every **two years**;
- 3d.3 **Posting of Citizen's Charter** in the COWD website.

Administrative  
Administrative  
MSD-Corp Plan  
MSD-Internal

**OVERALL MONITORING AS TO COMPLIANCE BY ALL RESPONSIBLE UNITS**

**RELATED LAWS:**

<b>AO No. 25</b>	21-Dec-11	<b>EO No. 43</b>	13-May-11
<b>NBC No. 507</b>	31-Jan-07	<b>NBC No. 542</b>	29-Aug-12
<b>NBC No. 507-A</b>	12-Jun-07		