



**CAGAYAN DE ORO CITY WATER DISTRICT  
2016 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 2016** until **31 December 2016**.
3. Submission of **Evaluation Reports/Ratings** (both **OPCR** and **IPCR**) shall be on or before **31 JANUARY 2017**.
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:

BASIS IN RATING and RANKING the PERFORMANCE OF THE DELIVERY UNITS AND/OR DEPARTMENTS		
DELIVERY UNIT or DEPARTMENT or Officer	OFFICE or DEPARTMENT RATING	RANK or AMOUNT of PBB
General Manager	based on the eligibility criteria set by IATF for grant of PBB 2016	65% of Monthly Basic Salary as of 31 Dec 2015
Assistant General Manager for Technical Services	achieved at least 90% of all the initiatives of Departments and Delivery Units under this AGM; and a rating of at least "Satisfactory" in the OPCR	65% of Monthly Basic Salary as of 31 Dec 2016
Department	OPCR accomplishment score/rating	rank among Departments; PBB rate is based on the rank of the respective department
Communication Mgmt Div (OGM Staff)	OPCR accomplishment score/rating	rank among 9 service units (7 departments, OGM Staff & CSDS)
Computer Software & Development Section (CSDS)	OPCR accomplishment score/rating	rank among 9 service units (7 departments, OGM Staff & CSDS)

5. At any instance, there will be 1 "BEST", 2 "BETTER" and 4 "GOOD" rank among the seven (7) Departments. Should OGM Staff & 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	
OGM	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;
CSDS	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	For Scenario 2, ranking is only done once
Dept 7	3.7	GOOD	4.5	BEST	

6. 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 PBB rate of the individual employees shall be based on the performance rank of the Department or delivery unit where they belong; **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 2016; every individual is required to comply with other documentary requirements set by the IATF for the grant of 2016 PBB

7. **Strategic Priorities (50%) average** rating has equal weight as the **Core and Support Outputs (50%)**.
8. 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.
9. **Regular and Casual Employees** and the **Job Order Contractuals** are subject to this Performance Evaluation System.
10. The **scorecards** shall use the following **scale** :

SCORECARD for OPCR and IPCR		
Rating Based on Output Points	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 guidelines set by the IATF for the grant of 2016 PBB or Php5,000 if the PBB % of monthly basic salary is lower than Php5,000

Performance Category	PBB as % of Monthly Basic Salary as of 31 Dec 2016
Best	65%
Better	57.50%
Good	50%

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

**CONDITIONS:**

1. Achieve @ **least 90%** of the Strategic Goals for 2016.
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

**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.

**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.

**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
- BAC Secretariat
- BAC Secretariat
- BAC Secretariat
- Finance Department
- Finance Department
- Finance Department
- Administrative Department
- Administrative Department
- MSD-Corp Plan
- MSD-Internal Control (AUDIT)

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

**RELATED LAWS:**

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



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General Manager