



**CAGAYAN DE ORO CITY WATER DISTRICT**  
**2017 RANKING SCHEME**  
*(an integral part of the 2017 COWD SPMS)*

COWD's **RANKING SCHEME** is so designed in accordance with the provisions of the Memorandum Circular No. 2017 - 1 dated 09 March 2017 from the Inter-Agency Task Force (IATF) of National Government Performance Monitoring, Information and Reporting Systems (AO No. 25 s. 2011). The Rank of each Office/Department is based on the Rating attained by the same with reference to the Major Final Outputs (Initiatives) committed for the year. The Office/Department initiatives (MFOs) are aligned with the **Corporate Plan** of COWD and 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 **Vision and Mission**. 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). Furthermore, the following details shall be closely observed:

1. All **OPCRs** 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 2017** until **31 December 2017**.
3. Submission of **Evaluation Reports/Ratings** (both **OPCR** and **IPCR**) shall be on or before **31 JANUARY 2018**.
4. The coverage of this **Ranking Scheme** is in consonance with the provisions in **MC 2017-1** of the **IATF**.
5. The following **Units/Offices** and **Departments** shall be ranked within their respective **GROUP** upon validation and approval of **OPCR** ratings by the **PMT** and the **GM**, respectively (Section 8.3 - MC 2017-1). Each Group will have at least **one (1) Best, one (1) Better** and **one (1) Good** ranking **Office/Unit or Department** (Section 8.1 - MC 2017-1)

BASIS IN RATING and FORCED RANKING the PERFORMANCE OF THE DELIVERY UNITS/OFFICES AND/OR DEPARTMENTS		
DELIVERY UNIT/OFFICE or DEPARTMENT	OFFICE or DEPARTMENT RATING	PBB Rate
General Manager	COWD qualified for PBB Grant per LWUA & IATF certification; and a rating of at least "Satisfactory" in the OPCR	65% of Monthly Basic Salary (MC 2017-1)
Assistant General Manager : AFC Services: Administrative Dept; Finance Dept; Management Services Dept; CSDS Technical Services: Engineering Dept; Production Dept; Maint/NRW Mgmt Dept; Commercial Dept; NRW Project	Each AGM achieved at least 90% of all the initiatives of Departments and Delivery Units under the Office of the AGM; and a rating of at least "Satisfactory" in the OPCR	65% of Monthly Basic Salary and shall be pro-rated at 57.5% (89% to 70% accomplishment rate) and 50% (below 70% accomplishment rate)
GROUP 1: Administrative Dept; Finance Dept; Commercial Dept; Management Services Dept	Forced ranked: 1 "Best"; 1 "Better"; 2 "Good"; OPCR rating of at least "Satisfactory"	Percentage of Monthly Basic Salary as follows: 65% for "BEST"; 57.5% for "BETTER"; and 50% for "GOOD"
GROUP 2: Engineering Dept; Production Dept; Maint/NRW Mgmt Dept	Forced ranked: 1 "Best"; 1 "Better"; 1 "Good"; OPCR rating of at least "Satisfactory"	
GROUP 3: Communication Mgmt Div/ETAG; CSDS/BAC Sec; NRW Project	Forced ranked: 1 "Best"; 1 "Better"; 1 "Good"; OPCR rating of at least "Satisfactory"	

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**; Instead, the **OPCR** is likewise serving as the **IPCR** for said Officers; The **PBB** rate of the individual employees shall be based on the performance rank of the Department or delivery unit where they belong; Moreover, all other personnel shall be required to accomplish respective **IPCR** and such shall be used as basis for individual performance rating for the period **January to December 2017**; every individual is required to comply with other *documentary requirements* set by the **IATF** for the grant of 2017 **PBB**

7. **Strategic Priorities** shall have the weight of **50%**; **Core Outputs** at **40%** and **Support Outputs** at **10%**.
8. Personnel **WITHOUT** or with **INCOMPLETE Evaluation Reports (IPCR)** shall *not* be included in the of Grant of **PBB** and shall be dealt with accordingly.
9. **Regular** and **Casual Employees** are subject to this **RANKING SCHEME**.
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 EO No. 80:

BASIS FOR PERFORMANCE INCENTIVE (per EO No. 80)		
Ranking	Performance Category	PBB as % of Monthly Basic Salary
10%	Best	65%
25%	Better	57.50%
65%	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
- 3b.3 posting of NTP and approved Contract in the PhilGEPS, COWD website and

**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.

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

**RELATED LAWS:**

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

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

  
**RACHEL M. BEJA**  
 General Manager