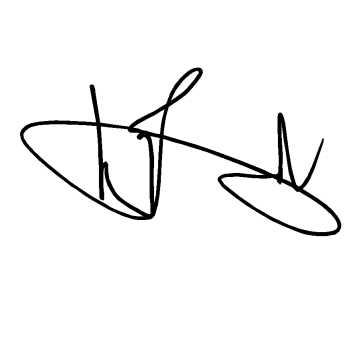
**OFFICE PERFORMANCE COMMITMENT AND REVIEW (0PCR**)

I, **ENGR. NOEL L. RESABAL,**  General Manager of Bacolod Water District commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1 to December 31,** 2014

ENGR. NOEL L. RESABAL

 Ratee

Date: July 5, 2014



|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by:** | **Date** |  | **Date** |
| **ELSA P. PANORIL** | July 5, 2014 | **ENGR. NOEL L. RESABAL** | July 5, 2014 |
| BOD-Chairman |  | Head Of Office |  |

5 – Outstanding

4 – Very Satisfactory

3 – Satisfactory

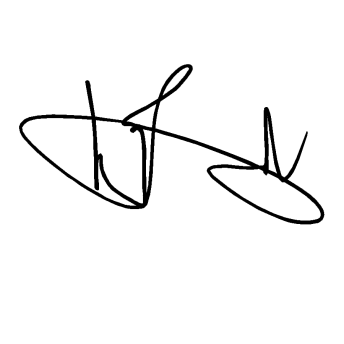
2 – Unsatisfactory

1 – Poor

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |
| **STRATEGIC PRIORITY:** |  | | | | | |  | | | | |  |  | | | | | |  | | |  | | |  | | | |  | | | |  |
| Pipeline Extension | 100% of the program of work completed and operational without any delays. | | | | | | 116,447.50 | | | | | N. Resabal | 100% of the program of work completed and operational without any delays | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  |
| **CORE FUNCTION** |  | | | | | |  | | | | |  |  | | | | | |  | | |  | | |  | | | |  | | | |  |
| 1. **WATER FACILITY SERVICE MANAGEMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Water Services** | **24/7 potable water provided to 100% active concessionaires** | | | | | |  | | | | |  | | | |  | | |  | | |  | | |  | | | |  | | | |  |
| Pumping Station  Operation  Report on voltage,  current, pressure  and flow meter @  per hour interval | 903 Reports generated per pumping station per day within 24 hour pumping operation from July to December 2014 without any complaints | | | | | | 1,500.00 | | | | | R. Luzon  M. Justoba | | | | 903 reports generated within 24 hours pumping operation | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  |
| Preventive  Maintenance on  Generator Set | 360 Preventive maintenance services of the 2 generator set within 15 minutes per day from July to Dec. 2014 without any complaints | | | | | | 6,000.00 | | | | | R. Luzon  M. Justoba | | | | 360 preventive maintenance services within 15 minutes per day | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | | | **Actual Accomplishments** | | | **Rating** | | | | | | | | | | | | | | **Remarks** |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |  |
| Report of Opening  and Closure of Valve | 410 Reports on Opening and Closure of Valves prepared within 15 minutes per report from July to December 2014 with no error | | | | | | 600.00 | | | | | R. Luzon  M. Justoba  R. Lumosad  L. Mejos | | | | 410 reports on opening and closure of valves prepared within 15 minutes per report | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  |
| 1. **WATER DISTRIBUTION SERVICE MANAGEMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reduction of non**  **revenue water** | **2% decrease of non revenue water based on LWUA’s standard** | | | | | |  | | | | |  | | |  | | | |  | | |  | | |  | | | |  | | | |  | |
| Leak Repaired   * Distribution Line * Service Connection up to meter stand * Transmission Line * Lateral Line | 7 minor/major leak repaired on distribution line within 4 hours per leak repaired from July to December 2014 without complaint | | | | | | 10,000.00 | | | | | L. Mejos  J. Sucuano  M. Justoba  R. Luzon  M. Manera | | | 9 minor/major leak repaired within 4 hours | | | | 3.5 | | | 5 | | | 3 | | | | 3.83 | | | |  | |
| 48 leaks repaired from service connection up to meter stand within 2 hours per leak repaired from July to December 2014 without complaint | | | | | | 55 minor leak repaired on service connection within 4 hours | | | | 3.6 | | | 5 | | | 3 | | | | 3.86 | | | |  | |
| 2 leaks repaired on transmission line within 1 day per leak repaired from July to December 2014 w/out complaint | | | | | | 2 minor/major leak repaired within 4 hours | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | |
| 48 leaks repaired on Lateral Line within 4 hours per leak repaired from July to December 2014 without complaint | | | | | | 24 leak repaired on lateral line within 4 hours | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| Monitoring of Water  Chlorination | 158 Reports prepared on monitoring of water chlorination within 30 minutes per report from July to December 2014 with no error | | | | | | 1,500.00 | | | | | R. Luzon  M. Justoba | | | 78 reports on monitoring of water chlorination | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | |
| Bacteriological Test | 24 water sample submitted to ICWS laboratory for bacteriological test from July to December 2014 with 100% passing based on the results conducted by the testing agency | | | | | | 8,500.00 | | | | | M. Justoba | | | 24 water sample submitted for bacteriological test | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | |
| **SUPPORT FUNCTION:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **SUPPORT TO OPERATION (STO)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Replacement and  maintenance services   * Lockwing | 12 Lockwing replaced within 15 minutes per lockwing from July to December 2014 without complaint | | | | | | 2,000.00 | | | | | L. Mejos  M. Manera | | | 16 lockwing replaced within 15 minutes | | | | 4.5 | | | 5 | | | 3 | | | | 4.16 | | | |  | |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |
| * Tail Piece * Deffective Water Meter * PE Tubing * Transfer Meter Tapping | 20 Tail Piece replaced within 15 minutes per Tail Piece from July to December 2014 without complaint | | | | | 5,000.00 | | | | | L. Mejos  M. Manera | | 25 tailpiece replaced within 15 minutes | | | | | | 4 | | | 5 | | | 3 | | | | 4 | | | |  | |
| 12 Deffective Water Meter replaced within 15 minutes per defective water meter from July to December 2014 without complaint | | | | | 14 deffective water meter replaced within 15 minutes | | | | | | 4 | | | 5 | | | 3 | | | | 4 | | | |  | |
| 20 PE Tubing replaced within 15 minutes per PE Tubing from July to Dec 2014 | | | | | 20 PE tubing replaced within 15 minutes | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| 12 Transfer Meter Tapping conducted within 4 hours per water meter from July to December 2014 w/out complaint | | | | | 14 transfer meter tapping within 4 hours | | | | | | 3.5 | | | 5 | | | 3 | | | | 3.83 | | | |  | |
| Pipe End Threaded | 100 pipe end threaded within 15 minutes per pipe end from July to December 2014 without complaint | | | | | 2,000.00 | | | | | L. Mejos  R. Lumosad | | 100 pipe end threaded within 15 minutes | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| Preparation of  maintenance order on  complaints, and service  requests received from  concessionaires | 280 Maintenance Order prepared within 5 minutes per MO and submitted to the maintenance section on the time specified for appropriate action from July to December 2014 without complaint | | | | | 1,000.00 | | | | | Z. Ligutom  J. Alangilan | | 304 Maintenance Order prepared w/in 4 minutes per MO & submitted to the maintenance section on the specified time | | | | | | 4 | | | 5 | | | 4 | | | | 4.33 | | | |  | |
| Attendance to  maintenance ,  complaints and service  requests | 250 maintenance, complaints and service requests acted within 1 hour per requests from July to December 2014 without complaint | | | | | 5,000.00 | | | | | L. Mejos  M. Manera | | 250 maintenance, complaints and service request within 1 hour | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| Flushing of Mainline  End   * Fire Hydrant (FH) * Blow-offs | 24 Flushing of mainline end, conducted within 10 minutes per flushing done from July to December 2014 without complaints | | | | | 3,000.00 | | | | | L. Mejos  M. Manera | | 24 flushing of mainline within 10 minutes | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| 66 flushing done on Fire Hydrants within 10 minutes per FH from July to December 2014 without complaints | | | | | 68 flushing done on fire hydrants within 10 minutes | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| 24 flushing done on blow-offs within 10 minutes per blow-off from July to December 2014 without complaint | | | | | 26 flushing done on blow-offs within 10 minutes | | | | | | 3 | | | 5 | | | 3 | | | | 3.67 | | | |  | |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |  | | |
| Preparation of Notice of  Disconnection | 4,500 Disconnection Notices prepared within 3 minutes per notice from July to December 2014 | | | | | 5,000.00 | | | | | J. Alangilan | | 4,605 Disconnection Notices prepared w/in 3 minutes per notice | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Serving Notice/Order  of Disconnection to  Concessionaires | 4,500 Notice of Disconnection served on time within 5 minutes per notice from July to December 2014 without complaint | | | | | 5,000.00 | | | | | J. Sucuano  R. Lumosad | | 4,957 notice of disconnection served from July to December | | | | | | 3.5 | | | 4.5 | | | 3 | | | | 3.66 | | | |  | | |
| Preparation of Order  to Discontinue water  service | 480 Order to Discontinue water service prepared within 5 minutes per Order from July to December 2014 with no error | | | | | 2,000.00 | | | | | N. Resabal  J. Alangilan | | 465 Order to discontinue water service prepared w/in 5 minutes per order | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Water Service  Disconnection of  delinquent  concessionaires | 60 disconnection of water service conducted within 5 minutes per Order from July to December 2014 without complaint | | | | | 5,000.00 | | | | | M. Justoba  J. Sucuano  R. Lumosad | | 69 disconnection of water service conducted w/in 5 minutes per connection | | | | | | 3.7 | | | 5 | | | 3 | | | | 3.9 | | | |  | | |
| Water Service  Reconnection | 46 In-active Service Connection reconnected without complaint   * 15 minutes (padlock) * 1 hour (pull-out) | | | | | 2,500.00 | | | | | L. Mejos  J. Sucuano  R. Lumosad  M. Manera | | 52 in-active service connection reconnected within 15 minutes from July to December | | | | | | 3.2 | | | 5 | | | 3 | | | | 3.73 | | | |  | | |
| New Service  Connection  Application | 60 Service Connection Application processed within 1 hour from July to December 2014 with no error | | | | | 2,500.00 | | | | | Z. Ligutom | | 59 NSC processed w/ no error w/in 40 minutes per connection | | | | | | 4 | | | 5 | | | 5 | | | | 4.66 | | | |  | | |
| New Service  Connection Installation | 50 New Service Connection Installed within 1 hour from July to December 2014 without complaint | | | | | 6,000.00 | | | | | L. Mejos  M. Manera | | 56 New Service Connection installed within 1 hour | | | | | | 3.5 | | | 5 | | | 3 | | | | 3.83 | | | |  | | |
| Preparation of Meter  Reading Sheet(MRS) | 78 Meter Reading Sheet prepared within 15 minutes per MRS with no error from July to December 2014 a day before the reading | | | | | 1,000.00 | | | | | Z. Ligutom | | 78 MRS prepared w/ no error w/in 10 minutes per MRS | | | | | | 5 | | | 5 | | | 5 | | | | 5.0 | | | |  | | |
| Meter Reading  Conducted | Conducted meter reading on time to 8,833 service connections w/in 5 minutes per SC with 2 minor errors from July-December 2014 | | | | | 1,500.00 | | | | | J. Sucuano  R. Lumosad | | Conducted meter reading to 16,109 service connection from July to December w/in 5 minutes per SC | | | | | | 4 | | | 4 | | | 3 | | | | 3.66 | | | |  | | |
| 1. **GENERAL ADMINISTRATIVE & SUPPORT SERVICES (GASS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preparation  Statement of  Account(SOA) | 10,000 Statement of Account accurately prepared within 2 minutes per SOA a day before the reading from July to Dec. 2014 with no error | | | | | 15,000.00 | | | | | Z. Ligutom | | 15,600 SOA prepared w/ no error w/in 1 minute per SOA | | | | | | 5 | | | 5 | | | 5 | | | | 5.0 | | | |  | | |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |
| Posting of water  consumption per cubic  meter to Customer  Ledger | 13,800 Customer Ledger updated within 2 minutes per ledger with no error from July to December 2014 | | | | | 500.00 | | | | | Z. Ligutom | | 15,600 CLC updated w/in 1 minute w/ no error per ledger | | | | | | 3 | | | 5 | | | 5 | | | | 4.33 | | | |  | | |
| Preparation of Daily  Billing Report (DBR) | 144 Daily Billing Report prepared within 30 minutes per DBR from July to December 2014 with no error | | | | | 500.00 | | | | | Z.Ligutom | | 168 DBR prepared w/ no error w/in 20 minutes | | | | | | 4 | | | 5 | | | 5 | | | | 4.66 | | | |  | | |
| Preparation of Monthly  Consumption Pattern  (By Classification) | 6 Consumption Pattern accurately prepared monthly within 15 minutes per report from July to December 2014 With no error | | | | | 500.00 | | | | | Z.Ligutom | | 6 consumption pattern prepared w/ no error w/in 10 minutes per report | | | | | | 3 | | | 5 | | | 5 | | | | 4.33 | | | |  | | |
| Preparation of  Monthly Billing  Analysis Summary  (MBAS) | 6 Monthly Billing Analysis Summary prepared within 30 minutes per MBAS from July to December 2014 with no error | | | | | 500.00 | | | | | N. Resabal  Z. Ligutom | | 6 MBAS prepared w/ no error w/in 20 minutes per MBAS | | | | | | 3 | | | 5 | | | 5 | | | | 4.33 | | | |  | | |
| Preparation of Billing  Adjustment Memo | 40 Billing Adjustment Memo (BAM) prepared within 1 hour per BAM from July to December 2014 | | | | | 500.00 | | | | | N. Resabal  J. Alangilan | | 50 Billing Adjustment Memo (BAM) prepared within 1 hour per BAM | | | | | | 4 | | | 5 | | | 3 | | | | 4.0 | | | |  | | |
| Preparation of Journal  Entries | 70 Journal Entry Vouchers prepared on time within 5 minutes per JEV with no error from July to December 2014 | | | | | 1,000.00 | | | | | N. Resabal  A. Maglana | | 95 JEV prepared within 5 minutes per JEV with no error | | | | | | 5 | | | 5 | | | 3 | | | | 4.33 | | | |  | | |
| Posting of Journal  Entries to General  Ledger and Subsidiary  Ledger | 400 Journal entries posted on time to GL and SL within 3 minutes per transaction with no error from July to December 2014 | | | | | 1,000.00 | | | | | A. Maglana | | 458 journal entries posted within 3 minutes per transaction | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Preparation and  Submission of  Financial Statements  to concerned users  (LWUA and COA) | 6 Trial Balances, 6 Statement of Income and Expenses, 6 Statement of Cash Flow, 6 Balance Sheet prepared monthly with no error and submitted to LWUA on or before 15th day of the following month from July to December 2014   * Pre-closing trial balance * Post-closing trial balance * Notes to Financial Statement * Statement of Changes in Government Equity | | | | | 3,000.00 | | | | | N.Resabal  A. Maglana | | 6 Trial Balance  6 Statement of Income & Expenses  6 Statement of Cash Flow  6 Balance Sheet  Prepared monthly with no error | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | **E** | | | **T** | | | | **A** | | | |  | | |
| Preparation and  submission of Monthly  Data Sheet to LWUA | 6 Monthly Data Sheet prepared monthly with no error and submitted to LWUA from July to December 2014 on time | | | | | 1,500.00 | | | | | N. Resabal  A. Maglana | | 6 MDS prepared monthly with no error | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Preparation of Bank  Reconciliation  Statement | 6 Bank Reconciliation Statements for 1 BWD Account prepared monthly with no error within 1 hour from July to December 2014 | | | | | 600.00 | | | | | N. Resabal  A.Maglana | | 6 Bank Reconciliation Statement prepared monthly with no error | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Updating of General  Ledger, Subsidiary  Ledger, Cash Receipts  Register, Billing  Register, Voucher  Register, and General  Journal | 240GLs entries, 350SLs entries, 110 CRRs entries, 90 BRs entries, 200 VRs entries, and 560GJS entries posted and updated on time within 3 minutes per entry with no error from July to December 2014 | | | | | 3,000.00 | | | | | A.Maglana | | 313 GL entries, 505 SL entries, 182 CRR entries, 90 BR entries, 211 VR entries, and 570 GJ entries prepared within 3 minutes per entry | | | | | | 5 | | | 5 | | | 3 | | | | 4.33 | | | |  | | |
| Preparation of  accounts payable and  accounts receivable  materials | 1 Report on Accounts Payable prepared on time with no error within 1 hour and 6 Reports on Accounts Receivable Materials prepared with no error within four hours from July to December 2014 | | | | | 1,000.00 | | | | | A.Maglana | | 1 Report on Accounts Payable, and 6 Reports on Accounts Receivable-materials prepared with no error | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Monitoring of the  status of cash  advances | 2 Reports on Monitoring of Cash Advances prepared with no error within 1 hour per report done quarterly from July to December 2014 | | | | | 800.00 | | | | | A.Maglana | | 6 reports on Monitoring of Cash Advances prepared with no error within 1 hour | | | | | | 3 | | | 5 | | | 3 | | | | 3.66 | | | |  | | |
| Disbursement of  Public Funds   * Signing of vouchers, payrolls and other documents * Payment of disbursement vouchers and payrolls | 560 vouchers, payrolls and other documents signed at 2 minutes per document from July to December 2014 | | | | | 5,000.00 | | | | | N. Resabal  G. Amantiad | | 730 vouchers & payrolls @ 1 minute per document | | | | | | 4.5 | | | 5 | | | 4.5 | | | | 4.66 | | | |  | | |
| 100% accurate disbursement vouchers and payrolls paid from July to December 2014   * 2 minutes per voucher * 20 minutes per payroll | | | | | 100% accurate at 1 & 30 minutes per voucher and 15 minutes per payroll | | | | | | 3 | | | 4 | | | 4 | | | | 3.66 | | | |  | | |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | **E** | | | | **T** | | | | **A** | |  | | |
| * Issuance of checks for payment of vouchers and cash advances | 280 checks issued within 5 minutes per issuance from July to December 2014 | | | | | 2,000.00 | | | | | N. Resabal  G. Amantiad | | 346 checks issued within 3 minutes per issuance | | | | | | 4 | | | | 4 | | | | 5 | | | | 4.33 | |  | | |
| Posting of paid  Vouchers and  Collection to Cash  Book and Bank Cash  Book | 280 paid vouchers posted to BCB from January to June with no error at 2 minutes per transaction on time from July to December 2014 | | | | | 1,000.00 | | | | | G. Amantiad | | 346 vouchers posted with no error at 1 minute per transaction | | | | | | 4 | | | | 5 | | | | 5 | | | | 4.66 | |  | | |
| 150 entries of Collection posted on time to CB with no error at 1 minute per entry from July to Dec 2014 | | | | | 228 entries posted with no error at 30 seconds per entry | | | | | | 5 | | | | 5 | | | | 5 | | | | 5.0 | |  | | |
| Preparation,  processing and  Posting of Petty  Cash Vouchers to Cash  Book | 180 Petty Cash Vouchers prepared and processed within 5 minutes per PCR with no error from July to December 2014 | | | | | 1,500.00 | | | | | N. Resabal  G. Amantiad  A. Maglana | | 234 PCV prepared with no error at 3 minutes per PCV | | | | | | 5 | | | | 5 | | | | 5 | | | | 5.0 | |  | | |
| 180 Petty Cash Transactions posted to Cash Book within 2 minutes per transaction with no error from July to December 2014 | | | | | 234 PCT posted with no error and 1 minute per transaction | | | | | | 5 | | | | 5 | | | | 5 | | | | 5.0 | |  | | |
| Preparation and  deposit of daily  collection to LBP Iligan | 262 Deposit Slips prepared for daily collection within 15 minutes per DS with no error and deposited to the bank from July to December 2014 | | | | | 30,000.00 | | | | | N. Resabal  G. Amantiad  J. Alangilan | | 327 Deposit Slip accurately prepared w/in 10 minutes per DS | | | | | | 3.66 | | | | 5 | | | | 4 | | | | 4.22 | |  | | |
| Preparation and  submission of  Cashiers Collection  Summary to  Accounting Section | 115 Cashier’s Collection Summary prepared within 1 hour per CCS with no error and submitted to the Accounting Section from July to December 2014 | | | | | 1,000.00 | | | | | N. Resabal  G. Amantiad | | 123 CCS prepared w/in 45 minutes per CCS w/ no error | | | | | | 3 | | | | 5 | | | | 5 | | | | 4.33 | |  | | |
| Preparation and  submission of  Summary of Monthly  Collection | 6 Summary of Monthly Collection prepared per month within 1 hour per summary with no error and submitted to Accounting Section from July to December 2014 | | | | | 800.00 | | | | | N. Resabal  G. Amantiad | | 6 Summary prepared w/in 45 minutes per summary w/ no error | | | | | | 3 | | | | 5 | | | | 5 | | | | 4.33 | |  | | |
| Preparation and  submission of  Summary of Monthly  Deposit | 6 Summary of Monthly Deposit prepared per month within 1 hour per summary with no error and submitted to Accounting Section from July to December 2014 | | | | | 800.00 | | | | | N. Resabal  G. Amantiad | | 6 Summary prepared w/in 40 minutes per summary w/ no error | | | | | | 3 | | | | 5 | | | | 5 | | | | 4.33 | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | **Allotted Budget** | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | **Rating** | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | **E** | | | **T** | | | | **A** | | |
| Preparation and  submission of Report  Of Cancelled Official  Receipt Issued for the  Month | | | 6 Report of Cancelled Official Receipt issued for the month prepared w/in 1 hour with no error per report and submitted to Accounting Section from July to December 2014 | | | | 800.00 | | | | N. Resabal  G. Amantiad | | 6 Reports prepared w/in 40 minutes per report with no error | | | | | 3 | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Preparation and  submission of  Report Of Cancelled  Check Issued for the  Month | | | 6 Report of Cancelled Check issued for the month prepared within 1 hour with no error per report and submitted to Accounting Section from July to December 2014 | | | | 800.00 | | | | N. Resabal  G. Amantiad | | 6 Reports prepared w/in 40 minutes with no error | | | | | 3 | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Preparation and  submission of  Report On Abstract of  Disbursement | | | 6 Report of Abstract of Disbursement prepared within 1 hour with no error per report and submitted to Accounting Section from July to December 2014 | | | | 800.00 | | | | N. Resabal  G. Amantiad | | 6 Reports prepared w/in 40 minutes with no error | | | | | 3 | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Preparation of  Petty Cash  Replenishment Report | | | 8 Petty Cash Replenishment Report prepared within 1 hour with no error per report from July to Dec. 2014 | | | | 800.00 | | | | N. resabal  G. Amantiad | | 10 PCRR prepared with no error w/in 40 minutes | | | | | 3 | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Preparation of  Reports of Accountable  Forms | | | 6 Reports of Accountable forms prepared monthly with no error within 1 hour per report from July to December 2014 | | | | 800.00 | | | | N. Resabal  G. Amantiad | | 6 Reports prepared with no error per report w/in 40 minutes | | | | | 3 | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Preparation of Daily  Collection Report (DCR) | | | 124 Daily Collection Report accurately prepared within 15 minutes per DCR from July to December 2014 with no error | | | | 1,000.00 | | | | Z. Ligutom  J. Alangilan | | 125 Daily Collection Report accurately prepared within 15 minutes | | | | | 3.5 | | | | | 5 | | | 4 | | | | 4.16 | | |  | | |
| Preparation of  Monthly Collection  Summary (MCS) | | | 6 Monthly Collection Summary prepared within 30 minutes per MCS from July to December 2014 with no error | | | | 800.00 | | | | N. Resabal  J. Alangilan | | 6 Monthly Collection Summary prepared within 30 minutes per MCS | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Preparation and  submission of Aging of  Accounts Receivable to  the accounting section | | | 6 Aging of Accounts Receivable (AAR) prepared within 30 minutes per AAR and submitted to the accounting section from July to December 2014 with no error | | | | 800.00 | | | | N. Resabal  J. Alangilan | | 6 Aging of Accounts Receivable (AAR) prepared w/in 30 minutes per AAR & submitted to the accounting section | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Preparation of  Transaction Summary | | | 6 Transaction Summary accurately prepared within 10 minutes per summary from July to December 2014 with no error | | | | 800.00 | | | | N. Resabal  J. Alangilan | | 6 Transaction Summary accurately prepared w/in 10 minutes per summary | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | **Allotted Budget** | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | **Rating** | | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | | **E** | | | **T** | | | | **A** | | |
| Preparation and  Submission of  Statement of Acct-LGU | | | 3 Statement of Account prepared within 1 hour and submitted to the LGU from July-Dec 2014 with no error | | | | 500.00 | | | | N. Resabal  J. Alangilan | | 5 Statement of Account prepared & processed w/in 1 hour & submitted to the LGU | | | | 5 | | | | | | 5 | | | 3 | | | | 4.33 | | |  | | |
| Issuance of Official  Receipts | | | 16,311 Official Receipts issued to clients and WB Collector within 3 minutes per OR with no error from July to December 2014 | | | | 30,000.00 | | | | J. Alangilan  G. Amantiad  Z. Ligutom | | 16,370 Official receipts issued to clients w/in 3 minutes per OR with no error | | | | 3.66 | | | | | | 5 | | | 4.33 | | | | 4.33 | | |  | | |
| Preparation of List of  Monthly Raffle Winners | | | 6 Lists of Monthly Raffle winners prepared within 2 hours per list from July to December 2014 with no error | | | | 300.00 | | | | J. Alangilan | | 6 Lists of Monthly raffle winners prepared w/in 2 hours per list | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Posting of Promissory  Notes Received | | | 450 Promissory Notes (PN) received and posted to logbook within 10 minutes per PN from July to Dec 2014 | | | | 500.00 | | | | J. Alangilan | | 456 Promissory Notes received & posted to logbook w/in 10 minutes | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Preparation of  payrolls  with complete  supporting  documents | | | 14 payrolls for Regular employee prepared monthly from July to December 2014 within 20 minutes per payroll with no error | | | | 500.00 | | | | N. Resabal  A. Maglana  G. Amantiad | | 14 payrolls prepared within 20 minutes per payroll | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 11 payrolls for the BOD prepared monthly w/in 15 minutes per payroll from July to Dec 2014 w/ no error | | | | 12 payrolls prepared within 15 minutes per payroll | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 25 payrolls for the daily laborers prepared weekly within 15 minutes from July to December 2014 | | | | 26 payrolls prepared within 15 minutes per payroll | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Preparation of  Disbursement  Vouchers w/ complete  supporting documents | | | 280 Disbursement Vouchers (DV) prepared, controlled and processed within 10 minutes per DV from July to December 2014 with no error | | | | 1,200.00 | | | | A.Maglana  Z. Ligutom | | 330 DVs prepared within 8 minutes per DV | | | | 4.5 | | | | | | 5 | | | 4 | | | | 4.5 | | |  | | |
| Issuance of  Certification | | | Issued 20 of requested Certificate of Creditable Tax Withheld (BIR Form #2307) in 6 months at 15 minutes per certificate | | | | 500.00 | | | | N. Resabal  A.Maglana | | 21 certificates of creditable tax withheld prepared within 15 minutes per certificate | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Preparation of BIR  Reports | | | 1 Alpha list of Suppliers prepared annually and submitted to BIR on or before March 1, 2014 (1 day per Alpha list) | | | | 1,000.00 | | | | N. Resabal  A.Maglana | | 1 Alphalist of suppliers prepared & submitted to BIR | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 1 Alphalist of Employees prepared annually & submitted to BIR on or before January 31, 2014(1 day per Alphalist) | | | | 1 Alphalist of employees prepared & submitted to BIR | | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | **Allotted Budget** | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | **Rating** | | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | | **E** | | | **T** | | | **A** | | | |
| Preparation of  Monthly  Schedules of  Remittances | | | 12 copies of BIR Form No. 1601-E Monthly Remittance of Creditable Income Taxes Withheld (Expanded) with alpha list prepared monthly w/in 30 minutes per return per semester | | | | 4,000.00 | | | | N. Resabal  A.Maglana | | 12 copies of BIR form No. 1601E with alphalist prepared within 30 minutes per return | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 12 copies of BIR Form No. 1600 Monthly Remittance Return of Value-Added Tax withheld with alpha list prepared monthly within 30 minutes per return per semester | | | | 12 copies of BIR form No. 1600 with alphalist prepared within 30 minutes per return | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 12 copies of BIR Form No. 1601-C Monthly Remittance Return of Income Taxes Withheld on Compensation with alpha list prepared monthly within 30 minutes per return per semester | | | | 12 copies of BIR Form No. 1601-C with alphalist prepared within 30 minutes per return | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 12 copies of BIR Form No. 2551M Monthly Remittance Return of Percentage Taxes Withheld with alpha list prepared monthly within 30 minutes per return per semester | | | | 12 copies of BIR Form No. 2551M with alphalist prepared within 30 minutes per return | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 6 Remittance Lists for GSIS prepared per semester at 1 hour per list with no error | | | | 6 remittance list prepared within 1 hour with no error | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 12 Remittance Lists for PAG-IBIG (Contribution and Loans) prepared per semester at 1 hour per list | | | | 12 remittance list prepared within 1 hour per list with no error | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| 12 Remittance Lists for PHIC prepared per semester at 1 hour per List | | | | 12 remittance list prepared within 1 hour per list with no error | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| Preparation of Lapsing  Schedule | | | 950 entries of lapsing schedule prepared and posted within 2 minutes per entry with no error from July to December 2014 | | | | 800.00 | | | | A.Maglana | | 965 entries of lapsing schedules posted within 2 minutes per entry with no error | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| Preparation of WD  Performance  Monitoring | | | 2 WD quarterly Performance Monitoring Report done within 1 hour and submitted to LWUA from July to December 2014 with no error | | | | 500.00 | | | | N. Resabal  A.Maglana | | 3 WD Performance monitoring report done within 1 hour with no error | | | | 3 | | | | | | 5 | | | 3 | | | 3.66 | | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | **Allotted Budget** | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | **Rating** | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | **E** | | | **T** | | | | **A** | | |
| Preparation, control  and processing of  financial documents   * Itinerary of Travel(IT) * Transmittal Letters * Summary of Bad Debts * Accounts Receivable Materials * Abstract of Quotation * Purchase Request * Purchase Order * Abstract of Bids * Inspection and Acceptance Report | | | 118 Travel Orders (TO) prepared and processed within 10 minutes per TO from July to December 2014 | | | | 5,000.00 | | | | N. Resabal  G. Amantiad  A.Maglana  Z. Ligutom  M. Justoba | | 136 TO prepared w/in 10 minutes w/ no error | | | | | 3.25 | | | | | 5 | | | 4 | | | | 4.08 | | |  | | |
| 118 Itinerary of Travels (IT) prepared and processed within 10 minutes per IT from July to December 2014 | | | | 136 IT prepared w/in 15 minutes w/ no error per IT | | | | | 3.25 | | | | | 5 | | | 4 | | | | 4.08 | | |  | | |
| 10 Transmittal letters prepared within 30 minutes per letter from July to December 2014 | | | | 10 Transmittal letters prepared within 30 minutes per letter | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 2 Reports on Summary of Bad debts accurately prepared within 4 hours per report from July to December 2014 with no error | | | | 2 reports on summary of Bad debts prepared within 4 hours with no error | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 6 Reports on Accounts Receivable – Materials accurately prepared within 1 hour per report from July to December 2014 with no error | | | | 6 accounts receivable-materials prepared within 1 hour per report with no error | | | | | 3 | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 30 Abstract of Quotation prepared and processed within 5 minutes per quotation and sent to possible suppliers from July to December 2014 with no error | | | | 36 Abstract of Quotation prepared w/in 3 minutes per quotation | | | | | 4 | | | | | 5 | | | 5 | | | | 4.66 | | |  | | |
| 30 Purchase Requests (PR) prepared, controlled and processed within 15 minutes per PR from July to December 2014 | | | | 45 PR prepared and processed w/in 10 minutes per PR w/ no error | | | | | 5 | | | | | 5 | | | 5 | | | | 5.0 | | |  | | |
| 30 Purchase Order (PO) prepared, controlled and processed within 15 minutes per PR from July to December 2014 with no error | | | | 45 PO prepared and processed w/in 10 minutes per PO w/ no error | | | | | 5 | | | | | 5 | | | 5 | | | | 5.0 | | |  | | |
| 30 Abstract of Bids (AB) prepared, controlled and processed within 15 minutes per AB from July - December 2014 with no error | | | | 40 AB prepared and processed w/in 10 minutes per AB with no error | | | | | 5 | | | | | 5 | | | 5 | | | | 5.0 | | |  | | |
| 30 Inspection and Acceptance Report (IAR) prepared, controlled and processed within 15 minutes per IAR from July to December 2014 | | | | 34 Report prepared w/ no error w/in 10 minutes per report | | | | | 4 | | | | | 5 | | | 5 | | | | 4.66 | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | **Allotted Budget** | | | | **Division/ Individual Accountable** | | **Actual Accomplishments** | | | | | **Rating** | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | **E** | | | | | **T** | | | | **A** | | |
| * Waste Material Report * BIR Form No * Liquidation Report * Pay Slip | | | 4 Waste and Materials Report (WMR) prepared, controlled and processed within 10 minutes from July to December 2014 | | | | 1,000.00 | | | | N. Resabal  G. Amantiad  Z. Ligutom | | 13 WMR prepared w/ no error w/in 5 minutes per report | | | | | 5 | | | 5 | | | | | 5 | | | | 5.0 | | |  | | |
| 30 BIR Form No. 2307 prepared, controlled and processed within 15 minutes per return from July to December 2014 with no error | | | | 35 forms prepared w/ no error w/in 10 minutes per return | | | | | 4 | | | 5 | | | | | 5 | | | | 4.66 | | |  | | |
| 4 Liquidation Report prepared, controlled and processed within 1 hour per liquidation from July to December 2014 | | | | 10 liquidation report prepared w/ no error w/in 30 minutes per report per liquidation | | | | | 5 | | | 5 | | | | | 5 | | | | 5.0 | | |  | | |
| 120 Pay Slip prepared, controlled and processed every 15 days within 5 minutes per slip from July to December 2014 with no error | | | | 132 Pay slip prepared with no error at 3 minutes per PS | | | | | 3 | | | 5 | | | | | 5 | | | | 4.33 | | |  | | |
| Issuance of Certificate  of Appearance (CA) | | | 25 Certificate of Appearances prepared and issued within 30 minutes per CAs from July to December 2014 | | | | 300.00 | | | | N. Resabal  A.Maglana | | 26 CAs prepared within 30 minutes | | | | | 3 | | | 5 | | | | | 3 | | | | 3.66 | | |  | | |
| Preparation of Annual  Procurement Plan | | | 1 Annual Procurement Plan (APP) prepared within 1 day with 2 revisions from July to December 2014 | | | | 300.00 | | | | N. Resabal  A.Maglana | | 1 Annual Procurement Plan prepared within 1 day with 2 revisions | | | | | 3 | | | 5 | | | | | 3 | | | | 3.66 | | |  | | |
| Preparation of COA  Reports Management’s  Comments on Audit  Observation  Memorandum (AOM) | | | 6 Management Comments on AOM accurately prepared with 30 minutes per comment and submitted to COA Regional Office. | | | | 500.00 | | | | A.Maglana | | 6 Management comments on AOM prepared within 30 minutes per comment | | | | | 3 | | | 5 | | | | | 3 | | | | 3.66 | | |  | | |
| Preparation,  processing and  control/ filing of  Outgoing and  Incoming documents | | | 30 incoming/outgoing documents prepared processed and filed within 8 minutes per document from July to December 2014 | | | | 500.00 | | | | N. Resabal  G. Amantiad | | 41 incoming/outgoing documents prepared accurately and filed w/in 5 minutes per document | | | | | 5 | | | 5 | | | | | 5 | | | | 5.0 | | |  | | |
| Verification of Daily  Time Records (DTRs) | | | 132 DTRs properly verified against logbook entries within 2 minutes per DTR from July to December 2014 with no error | | | | 800.00 | | | | N. Resabal  G. Amantiad | | 132 DTRs properly verified w/in 1 minute per DTR | | | | | 3 | | | 5 | | | | | 5 | | | | 4.33 | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | **Division/ Individual Accountable** | | | **Actual Accomplishments** | | | **Rating** | | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | | **E** | | | **T** | | | | **A** | | |
| Transport Operations  and Maintenance   * Trip Tickets * Driving Services | | | 536 Trip Tickets (TT) prepared and processed within 5 minutes per TT from July to December 2014 | | | | |  | | | N. Resabal  R. Luzon  M.Justoba  J. Sucuano  R. Lumosad  L. Mejos | | | 590 trip ticket prepared and processed within 3 minutes per trip ticket | | | 3.83 | | | | | | 4.8 | | | 3.33 | | | | 3.98 | | |  | | |
| 536 driving services rendered at 8 hours per driving service from July to December 2014 | | | | | 646 driving services at 8 hours per driving services | | | 3.83 | | | | | | 4.8 | | | 3.33 | | | | 3.98 | | |  | | |
| 72 maintenance services rendered at 4 hours per maintenance service from July to December 2014 | | | | | 155 maintenance services rendered at 2 hours per maintenance service | | | 3.5 | | | | | | 4.8 | | | 3.33 | | | | 3.86 | | |  | | |
| Cleaning of Office  Area and pumping  stations | | | 385 Cleaning Services to office area pumping stations rendered within 1 hour from July to December 2014 | | | | | 1,000.00 | | | R. Luzon  M. Justoba  M. Manera | | | 115 cleaning services to office area rendered within 1 hour | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| Communication,  Response to Queries,  Requests and  Information transmitted,  Sent   * Memoranda * Office Orders * Letters Communications Endorsements * Certifications & Recommendation | | | 2 memoranda prepared within 1 hour per memorandum from July to December 2014 | | | | | 3,000.00 | | | N. Resabal | | | 2 memoranda prepared within 1 hour per memo from July-December 2014 | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | | |
| 2 office orders accurately prepared within 1 hour per office order from July to December 2014 | | | | | 2 office orders accurately prepared within 30 minutes per office order from July-December 2014 | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| 15Letters/Communication/Endorsement acted and prepared on time within 1 hour per document from July to December 2014 | | | | | 15letters/communication/endorsement prepared within 30 minutes per document from July-December 2014 | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| 10 Certifications and Recommendations prepared within 15 minutes per certification from July to December 2014 | | | | | 10 certifications and recommendations prepared within 10 minutes per certification from July-December 2014 | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| Review, approval and  signing of Documents   * Simple routine documents * Complex routine documents * Signing of Documents | | | 4,200 documents reviewed and approved within 15 minutes per document from July to December 2014 with no error | | | | | 3,500.00 | | | N. Resabal | | | 5,326 documents reviewed and approved within 10 minutes per document from July-December 2014 | | | 4 | | | | | | 5 | | | 5 | | | | 4.66 | | |  | | |
| 40 documents reviewed and approved within 1 hour per document from July to December 2014 with no error | | | | | 44 documents reviewed and approved within 30 minutes per document | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| 7,000 documents validated controlled and signed within 3 minutes per document from July to Dec. 2014 | | | | | 7,080 documents validated controlled and signed within 2 minutes per document | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | | |
| **Major Final Output** | | | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | **Division/ Individual Accountable** | | | **Actual Accomplishments** | | | **Rating** | | | | | | | | | | | | | | | | **Remarks** | | |
| **Q** | | | | | | **E** | | | **T** | | | | **A** | | |  | |
| Orientation  Conducted | | | 50 orientation conducted to prospective concessionaires within 1 hour per orientation from July to December 2014 | | | | | 500.00 | | | N. Resabal | | | 62 orientation conducted to prospective concessionaires within 30 minutes per orientation | | | 4 | | | | | | 5 | | | 5 | | | | 4.66 | | |  | |
| Provision of Technical  Assistance and  secretariat services  during the conduct of  Board of Directors  Meeting | | | 40 notice of meeting prepared at 5 minutes per notice from July-Dec ‘14 | | | | | 1,000.00 | | | N. Resabal | | | 48 notice of meeting prepared w/ no error at 3 minutes per notice | | | 4 | | | | | | 5 | | | 5 | | | | 4.66 | | |  | |
| 6 Minutes of Meeting prepared with 2 revisions within 4 hours per minutes from July to December 2014 | | | | | 12 minutes of meeting prepared w/ 1 revision at 2 hours per minutes of meeting | | | 3 | | | | | | 4 | | | 5 | | | | 4.0 | | |  | |
| 30 notice of meeting served to the Board of Directors (BOD) within 15 minutes per notice from July-Dec ‘14 | | | | | 34 notice of BOD meeting served within 15 minutes per notice | | | 4 | | | | | | 5 | | | 3 | | | | 4 | | |  | |
| Preparation of BOD  Resolutions | | | 8 BOD Resolutions accurately prepared within 4 hours with 2 revisions from July to December 2014 | | | | | 1,000.00 | | | N. Resabal | | | 8 BOD Resolutions accurately prepared within 2 hours with 1 revision | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | |
| Bids and Award  Committee (BAC)  Resolution | | | 30 BAC Resolution accurately prepared within 4 hours per Resolution w/ 2 revision from July to December 2014 | | | | | 400.00 | | | J. Alangilan | | | 32 BAC Resolution accurately prepared w/in 4 hours per resolution with 2 revision | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | |
| Board of Directors  Appointment | | | 6 Solicitation Letter prepared accurately w/in 1 hour and sent to prospective organization to solicit nominee | | | | | 1,000.00 | | | G. Amantiad | | | 6 solicitation letter prepared accurately and done w/in 40 minutes | | | 3 | | | | | | 5 | | | 5 | | | | 4.33 | | |  | |
| 1 List of nominees prepared w/in 1 hour and submitted to the Municipal Mayor for appointment preparation | | | | | 2 lists of nominees prepared w/in 40 minutes | | | 5 | | | | | | 5 | | | 5 | | | | 5.0 | | |  | |
| Supply and Property  Management   * Costing of Store Requisition Slip (SRS) * Preparation of Materials Supplies Inventory (MSI) * Updating of Stock Card | | | 1,800 entries done in costing of SRS within 2 minutes per entry from July to December 2014 with no error | | | | | 30,000.00 | | | N. Resabal  A. Maglana  Z. Ligutom | | | 1,890 entries done within 2 minutes per entry with no error | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | |
| 12 Materials Supplies Inventory Report prepared within 4 hours per MSI from July to December 2014 with no error | | | | | 6 MSI reports prepared within 4 hours per MSI | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | |
| 160 entries to Stock Card done within 2 minutes per entry from July to December 2014 with no error | | | | | 162 entries posted within 2 minutes per entry | | | 3 | | | | | | 5 | | | 3 | | | | 3.66 | | |  | |
| **Major Final Output** | | **Success Indicator**  **(Target + Measures)** | | | | | **Allotted Budget** | | | **Division/ Individual Accountable** | | | **Actual Accomplishments** | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | | | |
| **Q** | | **E** | | | | **T** | | | | **A** | | | |
| * Preparation of Store Requisition Slip (SRS) * Updating of Bin * Card * Updating of Property Card * Physical Count on Inventories * Inventory & Inspection for Unserviceable Property | | 120 Store Requisition Slip (SRS) accurately prepared within 15 minutes per SRS from July to December 2014 with no error | | | | | 30,000.00 | | | N. Resabal  A. Maglana  Z. Ligutom | | | 452 SRS prepared w/ no error w/in 10 minutes per SRS | | | | | 5 | | 5 | | | | 5 | | | | 5.0 | | | |  | | | |
| 300 entries on Bin Card accurately posted and updated within 5 minutes per entry from July to December 2014 with no error | | | | | 890 entries posted & updated w/ no error w/in 3 minutes per entry | | | | | 5 | | 5 | | | | 5 | | | | 5.0 | | | |  | | | |
| 12 entries on Property Card accurately posted and updated within 5 minutes per entry from July to December 2014 | | | | | 13 entries posted & updated w/ no error w/in 3 minutes per entry | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| 1 Summary of Inventory accurately prepared within 4 hours from July to December 2014 with no error | | | | | 1 Summary prepared w/ no error w/in 2 hours | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| 1 Summary of Inventory & Inspection for Unserviceable Property accurately prepared within 4 hours from July to December 2014 with no error | | | | | 1 Summary prepared w/ no error w/in 2 hours | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Preparation of  Property  Acknowledgement  Receipt for Equipment  (PARE) | | 10 Property Acknowledgement Receipt for Equipment (PARE) prepared within 30 minutes per PARE and given to concerned employees from July to December 2014 with no error | | | | | 500.00 | | | Z. Ligutom | | | 4 PARE prepared w/ no error w/ in 20 minutes per PARE | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Preparation of  Property Tag | | 10 Property Tag (PT) prepared within 10 minutes per PT from July to December 2014 | | | | | 500.00 | | | Z. Ligutom | | | 6 PT prepared w/ in 5 minutes per PT w/ no error | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Hiring of Plantilla  Personnel/JO   * Preparation of Job Order | | 10 JO prepared and processed within 1 hour | | | | | 2,000.00 | | | G. Amantiad | | | 11 JO prepared and processed w/in 40 minutes per JO | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Preparation and renewal  of Fidelity Bond of  Accountable Officers  and Employees to  Bureau of Treasury | | Fidelity Bond prepared and renewed for 4 Accountable officers and employees (General Manager, Cashier, Supply Officer and Collector) done w/in 1 day processing | | | | |  | | | G. Amantiad | | | 4 Fidelity bond prepared w/ no error within 4 hours | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| **Major Final Output** | | | | **Success Indicator**  **(Target + Measures)** | **Allotted Budget** | | | | **Division/ Individual Accountable** | | | | **Actual Accomplishments** | | | | | **Rating** | | | | | | | | | | | | | | **Remarks** | | | |
| **Q** | | **E** | | | | **T** | | | | **A** | | | |
| Compensation and  Benefits   * Preparation of Notice of Step Increment and Notice of Salary Adjustment * Loyalty Award Schedule * Processing of application for monetization | | | | 8 copies of NOSI/NOSA for 10 qualified plantilla employees accurately prepared at 5 minutes per employee with no error from July to December 2014 | 1,000.00 | | | | G. Amantiad | | | | 1 copy of schedule prepared w/ no error w/in 30 minutes | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| 1 copy of approved schedule Loyalty Award prepared within 1 hour and submitted to the GM for budget preparation. | 1 copy of schedule prepared w/ no error w/in 30 minutes | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| 4 application for monetization accurately processed at 1 hour per application | 5 application processed w/ no error w/in 30 minutes per application | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Leave Administration   * Preparation of Certification of leave Balance * Updating of Leave Card | | | | 30 Leave Balance Certified for all plantilla personnel applying for leave at 10 minutes per employee from July to December 2014 with no error | 800.00 | | | | G. Amantiad | | | | 35 leave balance certified w/in 5 minutes per employee | | | | | 4 | | 5 | | | | 5 | | | | 4.66 | | | |  | | | |
| 10 Leave Cards accurately updated at 10 minutes per card done monthly from July to December 2014 with no error | 11 leave cards accurately updated w/in 5 minutes per card | | | | | 3 | | 5 | | | | 5 | | | | 4.33 | | | |  | | | |
| Implementation of  Strategic Performance  Management System  (SPMS)   * Preparation of Office Performance Commitment Review(OPCR * Preparation of Individual Commitment Review (IPCR) | | | | 1 OPCR for CY 2014 prepared with 2 revisions within 5 days by December 2014 | 1,500.00 | | | | N. Resabal  G. Amantiad | | | | 1 OPCR prepared with 1 revision w/in 3 days | | | | | 3 | | 4 | | | | 5 | | | | 4.0 | | | |  | | | |
| 11 IPCRs for CY 2014 prepared with 2 revisions within 2 days by December 2014 | 11 IPCR prepared w/ 1 revision w/in 1 day | | | | | 3 | | 4 | | | | 5 | | | | 4.0 | | | |  | | | |

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| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | **Allotted Budget** | **Division/ Individual Accountable** | **Actual Accomplishments** | **Rating** | | | | **Remarks** |
| **Q** | **E** | **T** | **A** |
| * Submission of quarterly accomplishment report * Initial Assessment of Office Performance Using OPCR * Performance Monitoring and Coaching * Staff meeting conducted * Monitoring of IPCR   submission | 2 Quarterly report on accomplishment submitted to the HRM Office based on SPMS Calendar | 1,000.00 | G. Amantiad | 2 reports prepared w/ no error | 1 | 5 | 3 | 3.0 |  |
| Office Performance Initially assessed in October 2014 |  |  |  |  |  |  |
| 10 employees performance monitored and coached within the semester | 10 employees performance monitored and coached within the semester | 3 | 5 | 3 | 3.66 |  |
| 6 monthly staff meetings conducted at 2 hours per meeting from July to December 2014 | 6 monthly staff meeting conducted at 2 hours per meeting | 3 | 5 | 3 | 3.66 |  |
| 1 day monitoring of IPCR submission properly conducted following the SPMS calendar | 1 day monitoring of IPCR submission | 3 | 3 | 3 | 3.0 |  |
| Preparation of BOD  Meeting Agenda | 12 Agenda accurately prepared within 10 minutes from July to Dec 2014 | 500.00 | G. Amantiad | 12 agenda accurately prepared w/in 5 minutes per agenda | 3 | 5 | 5 | 4.33 |  |
| Preparation of Office  Proposal for Annual  Budget | 1 budget proposal prepared within 2 days with 1 revision before October 31, 2014 for deliberation and approval before the end of December 2014 | 1,500.00 | N. Resabal | 1 Budget proposal prepared with 1 revision within 2 days before October 31, 2014 for deliberation before the end of December 2014 | 3 | 4 | 3 | 3.33 |  |
| Preparation of Office  Proposal for  Supplemental Budget | 1 supplemental budget proposal prepared with 1 revision within 2 days | 1,500.00 | N. Resabal | 2 supplemental budget prepared without revision within 1 day | 5 | 5 | 5 | 5.0 |  |
| Preparation of Program  of Work for Expansion | 1 Program of Work (POW) prepared with 1 revision within 1 day | 1,500.00 | N. Resabal | 1 POW prepared without revision within 1 day | 3 | 5 | 3 | 3.66 |  |
| Preparation of NSO  Survey Report | 1 Survey Report prepared within 1 day and submitted to NSO Iligan | 800.00 | A. Maglana | 1 Survey report prepared within 1 day | 3 | 5 | 3 | 3.66 |  |
| **Major Final Output** | **Success Indicator**  **(Target + Measures)** | **Allotted Budget** | **Division/ Individual Accountable** | **Actual Accomplishments** | **Rating** | | | | **Remarks** |
| **Q** | **E** | **T** | **A** |
| Preparation and  Submission of Reports   * Reports on Accession and Separation * Report on Mamamayan Muna Program * Report on Project DIBAR * Attendance Monitoring/ Report of Absences * Consolidated Tardiness and Undertime * Total Leave credits | 2 Reports on Accession and 2 Reports on Separation done within 1 hour and submitted to the CSCFO quarterly every 5th day of the succeeding month | 1,500.00 | N. Resabal  G. Amantiad | 2 Reports of Accession and 2 reports of separation done w/in 30 minutes per report w/ no error and submitted on time | 3 | 5 | 5 | 4.33 |  |
| 6 Reports on Mamamayan Muna Program prepared monthly within 30 minutes and submitted to the CSCFO on or before 5th day of the month | 6 Reports prepared w/in 20 minutes per report w/ no error and submitted on time | 3 | 5 | 5 | 4.33 |  |
| 6 Reports on DIBAR prepared monthly within 30 minutes and submitted to the CSCFO on or before 5th day of the month | 6 Reports prepared w/in 15 minutes per report w/ no error and submitted on time | 3 | 5 | 5 | 4.33 |  |
| 6 monthly attendance monitoring reports prepared within 4 hours from July to December 2014 | 6 reports prepared w/in 2 hours per report w/ no error | 3 | 5 | 5 | 4.33 |  |
| 6 monthly reports on consolidated tardiness and undertime accurately prepared monthly within 4 hours from July to December 2014 | 6 reports prepared w/in 2 hours per report w/ no error | 3 | 5 | 5 | 4.33 |  |
| 6 monthly reports on total leave credits accurately prepared monthly within 4 hours from July to December 2014 | 6 reports prepared w/in 2 hours per report w/ no error | 3 | 5 | 5 | 4.33 |  |
| Transmittal Letters to  CSC & DBM | 6 Transmittal letters to CSC and DBM prepared within 15 minutes from July to December 2014 | 100.00 | N. Resabal  G. Amantiad | 6 Transmittal prepared w/ no error w/in 10 minutes per transmittal | 3 | 5 | 5 | 4.33 |  |
| Welding Job rendered | 2 welding job rendered within 5 days per welding job from July to December 2014 | 3,000.00 | R. Luzon | 2 welding job rendered within 5 days per welding job | 3 | 5 | 3 | 3.66 |  |

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| **AVERAGE RATING** | | | | | |
| **Category** | **Major Final Output** | **Rating** | | | |
| **CORE FUNCTIONS** |  | **Q** | **E** | **T** | **A** |
| * Water Facility Service Management * Water Distribution Service Management | * Completed Project * 24/7 Water Supply Availability * 24/7 Delivery of Safe and Potable Drinking Water * Reduction of Non Revenue Water * Support to Operation * General Administration and Support Services (GASS) | 3 | 5 | 3 | 3.67 |
| 3 | 5 | 3 | 3.67 |
| 3 | 5 | 3 | 3.67 |
| 3.27 | 5 | 3 | 3.76 |
| 3.89 | 4.92 | 3.97 | 4.26 |
| 3.93 | 4.93 | 4.37 | 4.41 |
| **Total Overall Rating** |  | **20.09** | **29.85** | **20.34** | **23.44** |
| **Final Average Rating** |  | **3.35** | **4.98** | **3.39** | **3.91** |
| **Adjectival Rating** |  | **SATISFACTORY** | | | |



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| --- | --- | --- | --- | --- | --- |
| **Assessed by:** | **Date** |  | **Date** | **Final Rating by** | **Date** |
| **Genalin Amantiad.png**  **GENALIN A. AMANTIAD** | January 5, 2015 | **ENGR. NOEL L. RESABAL** | January 5, 2015 | **Elsa Panoril.png**  **ELSA P. PANORIL** | February 25, 2015 |
| Human Resource Management Officer |  | PMT Chairperson/Head of Office |  | BOD Chairman |  |

*Legend: 1 – Quantity 2 – Efficiency 3 – Timeliness 4 – Average*