Republic of the Philippines METROPOLITAN NAGA WATER DISTRICT

40 J. Miranda Avenue Naga City

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR) PIPELINE, LEAKAGE CONTROL & NON-REVENUE WATER MANAGEMENT DIVISION

, Head of the Administrative Division, commit to deliver and agree to be rated on the attaintment of the following targets in accordance with the indicated measures for the period of January 1 to December 31, _

APPROVED BY:

VIRGINIA I. NERO Acting General Manager

ROQUE S. FRANCISCO

Division Manager A, Pipeline, Leakage Control & Non-Revenue Water Management Division

- 5 Outstanding 4 Very Satisfactory 3 Satisfactory 2 Unsatisfactory

- 1 Poor

Mode																							
Authorized Control of Section Control of Sect	MFO / PAP	Success Indicators	DSE FAA	DDM BCE	II A ISM	RSV ADC	WNN WDA				GID ARA	TAA	ESB DAC	I RD E	ME DPP	AOS 1/11	Average					1	Remarks
Difference Security Difference Diffe	A. MFO1: WATER FACILITY SERVICE MANAGEMENT		IGI LAA	DI WI DCI	JEA JUN	BSV AIC	WINI WOA	VIVIC INVIV	ANO TEC	AIO	OJI ADA	IAA	LOD ITAC	LDD	IVIL	AOS VE	v Katilig	J	-	,			
Residency for Service Control of Early Service Service Control of	1 (Quantity) Access to Potable Water	_																					
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Program trible Controlling / Termine Substances and the Controlling / Termine Substances and the Controlling / Termine Substances and the Controlling Subst	2 (Quality) Reliability of Service				1 1	1 1						1		1		1				1	I	1	
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Conducts Pressure Survey 100% doservotion points surveyed 2 hrs. upon request with 2 registive feedbacks Look Detection 100% lookes inspected a hrs. upon request with 2 registive feedbacks 100% lookes inspected a hrs. upon request with 2 registive feedbacks 100% lookes inspected a hrs. upon request with 2 registive feedbacks 100% lookes inspected a hrs. upon request with 2 registive feedbacks 100% lookes inspected a hrs. upon request with 2 registive feedbacks 100% leakages repared 2 hrs. upon request with 2 registive feedbacks 100% leakages repared 2 hrs. upon request with 2 registive feedbacks 100% leakages repared 2 hrs. upon request with 2 registive feedbacks 100% leakages repared 2 hrs. upon request with 2 registive feedbacks 100% leakages repared 2 hrs. upon request with 2 registive feedbacks 100% reasonable of the report of the support request with 2 registive feedbacks			1																				
Uniforcity Pressure Survey Upon request with 2 negative feedbacks	Installation of Air Release Valve(ARV)																						
Country Non-Revenue Water (NRW)	Conducts Pressure Survey																						
House to house inspection 100% houses inspected 4 hrs. upon request with 2 negative feedbacks Leak Detection 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks 2 (Timeliness) Adequacy / Reliability of Service Repair Leakages 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks 100% repairs feedbacks		•							•										•				
Leak Detection 100% leaks detected 2 hrs. upon request with 2 negative feedbacks 2. (Timeliness) Adequacy / Reliability of Service Repair Leakages 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks	1 (Quality) Non-Revenue Water (NRW)	T																T	T		1		_
with 2 negative feedbacks 2 (Timeliness) Adequacy / Reliability of Service Repair Leakages	House to house inspection																						
Repair Leakages 100% leakages repaired 2 hrs. upon request with 2 negative feedbacks Transmission line inspection & maintained 4 hrs. upon request with 2 negative feedbacks 100% transmission lines inspected & maintained 4 hrs. upon request with 2 negative feedbacks	Leak Detection																						
Transmission line inspection & maintained 4 hrs. upon request with 2 negative feedbacks Transmission line inspection & maintained 4 hrs. upon request with 2 negative feedbacks	2 (Timeliness) Adequacy / Reliability of Service																						
maintenance maintained 4 hrs. upon request with 2 negative feedbacks	Repair Leakages																						
C. SUPPORT TO OPERATION (STO)		maintained 4 hrs. upon request with 2																					
	C. SUPPORT TO OPERATION (STO)	1		I	1	1	ı İ	ı	I	1 1		1 1		1 1	1 1	ı	ı	ı	1	1	ı	1	

1 (Timeliness) Customer Satisfaction Percentage								
Public Assistance	100% Received, issued and disseminated AIO to concerned personnel 30 minutes upon receipt of complaint/ request with 2 negative feedbacks							
	100% Accomplished AIO's encoded 3 hours upon receipt of AIO with 2 negative feedbacks							
Water Meter Testing/Verification	100% water meters tested 2 hrs. upon request with 2 negative feedbacks							
Replacement of Defective Water Meter	100% water meters replaced 2 hrs. upon request with 2 negative feedbacks							
Water Meter Cleaning & Sealing	100% water meters washed and sealed 2 hrs. upon request with 2 negative feedbacks							
Replacement of Ageing Water Meter	100% water meters replaced 4 hours upon receipt of list with 2 negative feedbacks							
Monitors Commercial Water Meters	100% readings and recordings of commercial water meters recorded 4 hours upon receipt of AIO with 2 negative feedbacks							
Installation of water meter plastic marking	100% water meter plastic marking installed 2 hours upon request with 2 negative feedbacks							
Cutting and/or breaking of concrete pavement	100% cutting and/or breaking of concrete pavements conducted 4 hrs. upon receipt of request with 2 negative feedbacks							
Welding and fabrication works	100% welding and fabrication works conducted 4 hrs. upon receipt of request with 2 negative feedbacks							
Delivery of road signs and manhole covers	100% road signs and manhole covers delivered 3 hrs. upon receipt of request with 2 negative feedbacks							
Additional activities for reliability of service	100% data loggers set-up, installed, retrieved and information analyzed 4 hours upon request with 2 negative feedbacks							
	100% pumping operation data reading recorded 2 days upon receipt of data with 2 negative feedbacks							
C. SUPPORT TO OPERATION (STO)		 	 	 				
Lessen Non-Revenue Water	100% Valve maintained 2 hrs. upon request with 2 negative feedbacks							

	100% water loss for Division's activities encoded and computed 1 hour upon receipt of accomplished AIO with 2 negative feedbacks					
	100% night flow meter reading results computed and checked 10 min. upon receipt of data with 2 negative feedbacks					
	100% Division's activities documented 8 hours upon request with 2 negative feedbacks					
Maintenance of equipmen	s 100% Equipments cleaned and maintained every 9:00 a.m. with 2 negative feedbacks.					
Drives Service Vehicle	Service vehicle for Division's activities driven with no reported untoward incident.					
Payroll	100% of payroll prepared and submitted to HRD one (1) day upon receipt of CSW's DTR's with 2 negative feedbacks					
Punctuality & Attendace Ru	port of CSW's until 100% Monthly Report on CSW's Punctuality and Attendance prepared and submitted every 5th day of the following month with 2 negative feedbacks					
Requisition of Office Suppli	100% of Requisition processed and submitted to Administrative Division two (2) days upon request					
Price Inquiry / Pre-purchas Requisition(PPR) / Pre-job Requisition (PJOR).	100% of Price Inquiry / PPR / PJOR prepared and submitted to the procurement officer 2 days opon receipt of request / canvass with 2 negative feedbacks					
GENERAL ADMINISTRATION AND SUPPORT SE	RVICES	 	 		, ,	
1 Communications	100% data, information and communications encoded 2 hours upon receipt with 2 negative feedbacks					
	100% data, information and communications received and recorded 10 min. upon receipt with 2 negative feedbacks					
	100% data, information and communications filed and safekept 1 hour upon receipt with 2 negative feedbacks					
	100% data, information and communications disseminated to concerned person or division 30 min. upon receipt with 2 negative feedbacks					
GENERAL ADMINISTRATION AND SUPPORT SE	RVICES	 	 	 		
Liquidation of Cash Advanc Funds	e / Working 100% of Cash Advance / Working Funds Liquidated within the prescribed period					
Forms and Slips for approv	100% Borrower's Slips filled-out and approved by DMA 30 minutes after receipt of AIO with 2 negative feedbacks					

	100% Requisition Slip filled-out and approved by DMA 30 minutes upon receipt of AIO with 2 negative feedbacks																							
	100% Transportation Request Form & Driver's Trip Tickets filled-out and approved by DMA 30 minutes upon receipt of assignment with 2 negative feedbacks																							
Overtime Services Authorization and Accomplishment Report for permanent and casual employees	100% overtime services authorization and accomplishment report for permanent and casual employees prepared and approved 10 min. upon request with 2 negative feedbacks																							
Overtime Slips for CSW's	100% overtime slips prepared and approved 10 min. upon request with 2 negative feedbacks																							
Prepares work schedule for plumbers	100% Work schedule of plumbers prepared 2 hours upon receipt of AIO's with 2 negative feedbacks.																							
Accomplishment report	100% Monthly Schedule of Activities submitted / consolidated 5 days before the following month with 2 negative feedbacks																							
	100% Division's Monthly Accomplishment Report prepared / submitted / consolidated to General Manager on the 5th day of the following month with 2 negative feedbacks																							
	100% of individual daily accomplishment report submitted/reviewed every 4:30 p.m. with 2 negative feedbacks																							
	100% of individual monthly performance accomplishment report submitted/reviewed every 5th day of the following month with 2 negative feedbacks																							
	100% of IPCR on consolidated/submitted to HRD																							
	100% of unit of DPCR on submitted to PDCD																							
GENERAL ADMINISTRATION AND SUPPORT SERVICES	100% of unit of DPCR submitted to PDCD																							
GENERAL ADMINISTRATION AND SUPPORT SERVICES																								
Accomplishment report	100% of unit of IPCR prepared/consolidated/submitted to Division Manager																							
	100% Non-Revenue Water Evaluation Report consolidated and submitted to OGM 3 days upon receipt of reports from different divisions with 2 negative feedbacks																							
<u> </u>												RATING	ING		+ +					-				
Rater's Comments and Recommendation for Development Purposes of Rewards/Promotion:																								

PERFORMANCE MANAGEMENT TEAM (PMT)

VIRGILIO B. LUANSING I

Chairperson

Acting Division Manager A, PDCD & OIC, EWRD

RICARDO B. FELIX III Member

Division Manager A, HRD

EMMA A. CUYO

Member

Division Manager A, AD & OIC, TBD

VICENTE ANICETO D. RUBIO

SWUM/DO, EWRD

CRISTINA S. TADURAN

Member IRMO-C, HRD RONALD P. SARMIENTO

Member

U/CSA A, WPEMD & MNWDEU President