Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

PLANNING, DESIGN AND CONSTRUCTION DIVISION & ENVIRONMENT AND WATER RESOURCES DIVISION

I, _____, 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, _____.

VIRGILIO B. LUANSING I
Acting Division Manager - A. PDCD & OIC-EWRD

Date:_____

APPROVED BY:

VIRGINIA I. NERO
Acting General Manager
Date: _____

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

MFO / PAP	Success Indicators	Individual Accountable																			Rating	Standard on when to receive 5,4,3,2,1					Remarks
		VBL	GVE	MBM	NAM	VDR	RSB	BPM	ARM	JLR	SAA	FLC	RAC	VCS	ASE	RSP	SOM	HCL	PBP	PSSL		5	4	3	2	1	
A. MFO 1: WATER FACILITY SERVICE MANAGEMENT																											
1. (Quantity)	Access to potable water																										
a. Preparation of Program of Works	100% of Program of Works (POW) assigned, prepared fifteen (15) days upon receipt of request.																										
b. Preparation of Plans and Drawings	100% of Plans and drawings, prepared fifteen (15) days upon receipt of request.																										
c. Preparation of Cost Estimates	100% of Cost Estimates, prepared ten (10) days upon receipt of request.																										
d. Preparation and submission of Project Tender Documents	100% of Project Tender Documents submitted to Bids and Awards Committee (BAC) ten days (10) days before the publication.																										

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		VBL	GVE	MBM	NAM	VDR	RSB	BPM	ARM	JLR	SAA	FLC	RAC	VCS	ASE	RSP	SOM	HCL	PBP	PSSL		5	4	3	2	1	
e. Conduct Project monitoring and submission of Status	100% of Assign Project, Monitored and Status Report, prepared and submitted within two (2) working days before the Board Meeting																										
	100% of monitoring activity of Assigned Projects conducted and accomplishment report submitted within three (3) working days upon request.																										
f. Project implementation	100% of Draft of certificate of completion prepared and submitted to Division Manager within 3 days upon project completion.																										
g. Preparation and submission of Project Proposal	100% of Project Proposal prepared and submitted sixty (60) days upon request.																										
2. (Timeliness)																											
a. Conduct Watershed Plantation	100% of watershed plantation conducted and submitted Monthly Accomplishment Report every 10th day ensuing month.																										
b. Conduct Watershed maintenance	100% of watershed maintenance conducted and submitted Monthly Accomplishment Report every 10th day ensuing month.																										

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c. Conduct Educational and Promotional Campaign	100% of Educational and Promotional Campaign conducted and submitted Report 10 days after the activity.																										
d. Implemetation of Livelihood Projects	100% of Livelihood Projects implemented and submitted Monthly Report every 10th day of ensuing month.																										
e. Conduct Patrol Works	100% of Patrol Works conducted and submitted Monthly Accomplishment Report every 10th day of ensuing month.																										
f. Conduct Inventory On Seedlings/Trees	100% of Seedling Inventory conducted and submitted Monthly Seedling Inventory Report every 10th day of ensuing month.																										
g. Submission of Watershed Development Project (WDP) Monthly Progress Report.	100% of Watershed Development Project (WDP) Monthly Progress Report prepared and submitted on the 15th day of ensuing month.																										
i. Conduct Research and Development	100% of draft Development Plan/Proposal prepared sixty 60 days upon request.																										

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	100% of data gathering conducted and submitted accomplishment report five (5) days upon request.																										
j. Conduct Water Resources Assessment	100% of Water sampling activity conducted and submitted water samples to the MNWD Laboratory five (5) days upon request.																										
B. Support to Operations (STO)																											
1. Application of NWRB Permits	100% of Application of National Water Resources Board (NWRB) permits prepared and submitted for issuance of water permit nine (9) days upon request *No request for application of NWRB Permit recieved.																										
2. Application of Various Permits to other Government Agencies	100% of Application of various permits prepared and submitted the necessary documents to the other government agencies Fifteen (15) days upon request.																										
3. Evaluation and Submission of Subdivision Requirements	100% of Subdivision requirements evaluated and submitted to the Office of the General Manager (OGM) fifteen (15) days upon receipt of the completed requirements from the developer.																										

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4. Hydraulic Analysis/ Simulation	100% of Hydraulic design report prepared and submitted five (5) days upon request																										
5. Preparation of MIG's payroll	100% of MIGs payroll prepared two (2) working days after the cut-off time.																										
6. Preparation of documents for Technical and Management Support Services (Memoranda,Brief, Minutes of meetings and other compositions)	100% of Documents for Technical and management support services prepared and submitted three (3) days upon receipt of the assignment order																										
7. Performs clerical works	100% of draft minutes prepared five (5) days after the conduct of the meeting. 100% of clerical works performed within two (2) hours upon request																										
8. Preparation and Submision of RCS / PPR / PJOR	100% of RCS/PPR/PJOR prepared and submitted to the procurement officer fourteen (14) days before procurement schedule indicated in the PPMP																										

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9. Preparation of Draft Communications	100% of draft communications prepared and submitted to ADMA 3 days upon request.																										
10 Preparation of Summary of Annual Water Charges Payment	100% of Communications acted upon and final reply submitted to GM within one (1) day upon receipt of the draft. 100% of Annual water charges of MNWD water sources payable to NWRB prepared three (3) days upon request																										
11 Conduct Engineering/Market Survey	100% of Engineering/market survey data report prepared and submitted fifteen (15) days upon completion of the survey works.																										
12 Lot Titling	100% of lot documents prepared and facilitated the registration and transfer in the name of MNWD from different agencies *No request for Lot Titling, registration and transfer recieved.																										
13 Application for Drilling Permit	100% prepared and submitted documents to NWRB and line agencies needed in the issuance of Drilling permit fifteen (15) days upon request																										

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14. Well Drilling Monitoring	100% of Well drilling monitored and status report prepared on the 2nd day of ensuing week.																										
General Administration and Support Services (GASS)																											
1. Preparation of Project Procurement Management Plan (PPMP)	100% of Project Procurement Management Plan (PPMP) prepared and submitted to the ADMA Ten (10) days upon request.																										
2. Preparation and Submission of Monthly Reports	100% or 6/6 of Monthly Reports prepared and submitted every 1st week of ensuing month.																										
3. Liquidation of Cash Advance	100% of Cash Advance Liquidated within the prescribed period																										
4. Preparation of Monthly Accomplishment Report (MAR)	100% of MAR prepared three (3) working days of the ensuing month.																										
5. Preparation and submission of Division Target for July to December 2016	100% of Division Target for January to December prepared and submitted to the PMT secretariat																										
6. Submision of IPCR Rating	100% submision of IPCR Rating for January to December																										

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	100% of DPCR Rating for January to December submitted to OGM																										
MFO / PAP	**Success Indicators**																										**Remarks**
7. Submission of Statement of Assets, Liabilities and Networth (SALN)	Submit SALN to HRD																										
8. Coaching of all unit staff	100% of staff coached for program implementation strategy or development and corresponding report seven (7) working days of the ensuing month.																										
Total Overall Rating																											
Final Average Rating																											

Rater's Comments and Reccomendation for Development Purposes of Rewards/Promotion:

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Name and signature of ratee:
Position:
Date:

Final Rating By:
Position:
Date:

PERFORMANCE MANAGEMENT TEAM (PMT)

VIRGILIO B. LUANSING I
Chairman
Acting Division Manager A, PDCD & OIC, EWRD

RICARDO B. FELIX III
Member
Division Manager A, HRD

CRISTINA S. TADURAN
Member
IRMO-C, HRD

VICENTE ANICETO D. RUBIO
Member
SWUM/DO, EWRD

EMMA A. CUYO
Member
Division Manager A, AD / OIC - TBD

RONALD P. SARMIENTO
Member
U/CSA A, WPEMD, MNWDEU President