Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
No. 40 J. Miranda Avenue, Naga City

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)
Human Resource 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, _____.

APPROVED BY:

VIRGINIA I. NERO
Acting General Manager

Date:

RICARDO B. FELIX III
Division Manager A

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

PAP's	SUCCESS INDICATOR	ACCOMPLISHMENT (JAN-JUNE)	INDIVIDUAL ACCOUNTABLE								AVERAGE RATING		Standards on when to receive 5, 4, 3, 2, 1					Alloted Budget
			RBF	CST	NPS	SPN	JALB	MGD	CGRR	AVF			5	4	3	2	1	
SUPPORT TO OPERATIONS																		
1. Planning and Budgeting																		
a. Submission of Project Procurement Management Plan (PPMP).	Submitted PPMP to OGM within fifteen (15) days upon receipt of the approved annual budget with at least two (2) negative feedbacks.	Submitted PPMP to OGM on 1/27/2016 (within 7 wd from receipt) with no negative feedback.																
b. Monitoring of Division's Annual Budget	100% of PPR/PJOR reviewed as to correctness & completeness in three (3) working days after receipt with at least 2 negative feedbacks.	100% of PPR/PJOR reviewed in an average of 1 wd after receipt & 1 negative feedback.																
	Five (5) Summary of office supplies expense reviewed in three (3) working days upon receipt.	Reviewed five (5) reports in an average of 1 wd upon receipt.																

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	Five (5) Summary of Budget Utilization Slip (BUS) for accounts/expenses charged to HRD are checked/reviewed every 10th wd of ensuing month.	Reviewed five (5) Reports in an average of 1.6 days & no revisions.																
1. Public Assistance and Complaint Desk																		
a. Duty as Officer of the Day	100% of Duty as PACD Officer of the day complied with.	100% of Duty as PACD Officer of the day complied with.																
b. Assistance to requests of clients.	100% of requests for assistance acted upon within 30 minutes and clients are made to sign in the monitoring logsheet.	100% of requests for assistance acted upon within 100 minutes & clients are made to sign in the monitoring logsheet.																
c. Client queries acted upon	100% of queries acted upon within 30 minutes and clients are made to sign in the monitoring logsheet.	100% of queries acted upon within 100 minutes & clients are made to sign in the monitoring logsheet.																
3. Performance Management System																		
2. Submission of DPCR and IPCR	DPCR for July-Dec. 2016 submitted on June 15, 2016 with at least 2 revisions.	DPCR for July-Dec. 2016 submitted on June 15, 2016 with no revision.																
	100% of staff submitted IPCR for the period July-Dec. 2016 on June 15, 2016.	100% of HRD staff submitted IPCR on 6/15/2016.																
	Submit IPCR Ratings of all staff on Jan. 15, 2016 for July-Dec. 2015 evaluation .	All staff submitted IPCR Ratings on 1/8/2016.																

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	Submit my DPCR Ratings on Jan. 15, 2016 for July-Dec. 2015 evaluation with at least 2 revisions.	Submitted my Individual DPCR on 1/8/2016 with no revision.																
4. Check/review Staff's Monthly Accomplishment Report (MAR)	100% of HRD staff submitted MAR on the 5th working day of ensuing month.	100% of staff submitted M AR in an average of 1-2 working days.																
	Six (6) MAR of staff reviewed by section heads as to correctness & completeness of proofs/evidence in three (3) working days with at least 2 negative feedbacks.	Checked six (6) MAR of upon receipt with no negative feedback.																
5. Submission of Division's semi-annual accomplishment report. - Powerpoint Presentation	Division's Accomplishment Report with documentation submitted to the OGM every 15th cd of Jan. or on date as required by Agency Head.	Unit's 6-month AR in Powerpoint format submitted on 1/8/2016.																
GENERAL ADMINISTRATIVE AND SUPPORT(GAS)																		
1. Internal Processes																		
a. Review of staffing pattern, organizational structure (OS) and related schedules.	Review 100% of Staffing pattern, OS and other related schedules as may be assigned by the Agency Head in connection with the proposed systems in three (3) wd with at least 2 negative feedbacks.	Reviewed/submitted staffing pattern, and related schedules & reports upon receipt with no negative feedbacks.																
b. Certification of documents such as, Application for Leave (Form 6), Compensatory Time-Off (CTO) & Monetization of Leave Credits.	100% of CS form 6 or Application for Leave certified in three (3) wd from receipt of each application with at least 2 negative feedbacks.	100% of these documents certified upon receiptwith no negative feedbacks.																
	100% of Application for Overtime Service Authorization certified in three (3) wd from receipt of each application with at least 2 negative feedbacks.	100% of these documents certified upon receiptwith no negative feedbacks.																

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	100% of Application for CTO certified in three (3) wd from receipt of each application with at least 2 negative feedbacks.	100% of these documents certified upon receiptwith no negative feedbacks.																
c. Certification/review of Summary of Monetization.	100% of Summary of Monetization signed & forwarded to OGM in three (3) wd after receipt with at least 2 negative feedbacks.	100% of Summary of Monetization signed & forwarded to OGM upon receipt with no negative feedback.																
d. Certification of request for bond coverage and/or cancellation of bond for accountable officials and employees.	100% of request for bond and/or cancellation of bond coverage certified/signed in three (3) wd after receipt with at least 2 negative feedbacks.	100% of request for renewal of bond coverage signed upon receipt with no negative feedbacks.																
	100% of application for bond coverage of newly appointed accountable employees certified/signed in three (3) wd after receipt with at least 2 negative feedbacks.	100% of requests for new bond coverage signed upon receipt with no negative feedbacks.																
e. Issuance of certifications	100% of requests certified and issued in three (3) wd from receipt with at least 2 negative feedbacks.	100% of a total of 202 requests certified upon receipt with no negative feedbacks.																
f. Printing of DTRs of Regular, Casual and CSWs.	100% of of DTRs printed: Regular & Casual every 20th of the ensuing month; CSWs every every 1st wd after payroll cut-off with at least two (2) revisions.	100% of of DTRs printed: Regular & Casual before due date ; CSWs every every 1st wd after payroll cut-off.																
g. Printing of CSW IDs	100% of CSW IDs printed in three (3) wd after receipt of five (5) requests with no revision.	100% of 120 IDs printed & issued.																

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g. Certification of summary of Attendance of HRD Contract of Service Workers (CSW).	100% of Summary of Attendance of CSW certified as to services rendered forwarded to Divisions upon receipt with at least 2 negative feedbacks.	100% of Summary of Attendance of CSW certified as to services rendered forwarded to Divisions upon receipt with no negative feedbacks.																
2. Internal Resource Management																		
a. Review of Service Records	100% of service records reviewed in three (3) working days after receipt with at least 2 negative feedbacks.	100% of service records reviewed upon receipt with no negative feedback.																
b. Communications	100% of drafts of Communications reviewed and forwarded to GM within 2 hours upon receipt.	100% of drafts of Communications reviewed and forwarded to GM within 1 hour upon receipt.																
c. Submit reports to other agencies (DBM & CSC)	Six (6) sets of Plantilla of Personnel certified & reviewed as to correctness for submission to DBM on the 15th working day of February with 2 negative feedbacks.	Reviewed/submitted 6 sets of POP to DBM on 2/2/2016 with no neg. feedbacks																
	Six (6) monthly Report on Appointment Issued (RAI) certified & reviewed as to correctness for submission to CSC Field Office on 15th day of the following month with 2 negative feedbacks.	Checked six (6) RAI in an average of 1 day with no negative feedbacks.																
	Six (6) monthly Report on Separation certified & reviewed as to correctness for submission to CSC Field Office every 15th day of following month with 2 negative feedbacks.	Checked six (6) Monthly Separation in an average of 1 day with no negative feedbacks.																
	One (1) reports on Accession certified & reviewed as to correctness for submission to CSC Field Office every 15th day of following quarter with 2 negative feedbacks.	Checked upon receipt of report (submitted to CSC FO on 4/11/2016) with no negative feedbacks.																
	Two (2) sets of Agency's Quarterly Accomplishment Report (AQAR) certified & reviewed as to correctness for submission to CSC Field Office every 5th cd of following quarter with at least 2 negative feedbacks.	2 reports submitted to CSC on Jan. 5, 2016 (Oct.-Dec. 2015) & Apr. 4, 2016 (Jan.-Mar. 2016) with no negative feedbacks.																

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d. Other HRD Internal Reports	Six 6 Monthly reports on Punctuality & Attendance reviewed as to correctness and completeness within three (3) working days upon receipt with at least 2 negative feedback.	100% of monthly reports reviewed as to correctness and completeness upon receipt with no negative feedback.																
	Six (6) monthly Summary of LWOP reviewed as to correctness and completeness within three (3) working days upon receipt with at least 2 negative feedback.	100% of monthly reports reviewed as to correctness and completeness upon receipt with no negative feedback.																
	Six (6) monthly Summary of Pass Slip reviewed as to correctness and completeness within three (3) working days upon receipt with at least 2 negative feedback.	100% of monthly reports reviewed as to correctness and completeness upon receipt with no negative feedback.																
	Six (6) monthly reports on Summary of Leave Balance reviewed as to correctness and completeness within three (3) working days upon receipt with at least 2 negative feedback.	100% of monthly reports reviewed as to correctness and completeness upon receipt with no negative feedback.																
	100% of all other reports of Personnel Welfare Section reviewed as to correctness and completeness within three (3) working days upon receipt with at least 2 negative feedback.	100% of all other reports of Personnel Welfare Section reviewed as to correctness and completeness upon receipt with no negative feedback.																
	100% of other internal HRD reports noted/signed in three (3) working days upon receipt.	100% of other internal HRD reports noted/signed upon receipt.																
	100% of HRD forms/documents reviewed in three (3) working days upon receipt.	100% of HRD forms/documents reviewed upon receipt.																
3. Learning & Growth – Human Capital																		

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a. Publication of vacant positions	100% of vacant positions certified as to correctness & completeness in three (3) working days after receipt with at least 2 negative feedbacks.	None																
b. Appointment (CSC Form 33), Position Description Form (PDF) & Assumption of Duties	100% of these documents certified as to correctness & completeness in three (3) working days upon receipt with at least 2 negative feedbacks.	100% of these documents reviewed in an average of 1 day and with one (1) negative feedbacks.																
c. Plantilla of Casual Employees	100% of Casual Appointments for renewal of appointment certified as to correctness & completeness in three (3) working days upon receipt with at least 2 negative feedbacks.	100% of Casual Appointments reviewed in one (1) wd upon receipt with at least 1 negative feedback.																
d. Notice of Salary Adjustment (NOSA)/Notice of Salary Increment (NOSI)	100% of NOSA/NOSI certified as to correctness & completeness in three (3) working days after receipt with at least 2 negative feedbacks.	100% of NOSA certified as to correctness & completeness upon receipt with no negative feedback.																
e. Orientation of office policies, rules and regulations.	100% of newly hired CSWs and Jos oriented on office policies, rules and regulations one (1) day before deployment.	100% of newly hired CSWs and Jos oriented on office policies, rules and regulations one (1) day before deployment.																
f. Agreement for Contract of Service Workers & Job-Orders	100% of contracts of agreement for renewal of CSWs & JOs signed in three (3) working days upon receipt.	100% of contracts of agreement of CSWs & JOs reviewed upon receipt.																
	100% of contracts of agreement of newly hired CSWs & JOs signed in three (3) working days upon receipt with at least two (2) negative feedbacks.	100% of contracts of agreement of newly hired CSWs & JOs signed in three (3) working days upon receipt.																

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g. Facilitate in-house trainings/orientations/ workshops to be conducted by accredited Learning Service Providers (LSP).	Three (3) trainings, orientations and workshops facilitated and conducted for the semester January-June 2016 with at least good/satisfactory rating feedback.	Facilitated 4 in-house trainings from Jan-June 2016 with at VS feedback.																
d. Recommendation of Training Design	100% of Training Design recommended for approval in three (3) working days upon receipt with at least 2 negative feedbacks.	100% of Training Design reviewed in an average of 1 day or upon receipt with no negative feedbacks.																
e. Conduct of Medical Services, Breastfeeding, Safety ,Health and Wellness programs or activities.	100% of clients attended within 20 minutes upon arrival in the Infirmary and Breastfeeding Area.	100% of clients attended within 3-5 minutes upon arrival in the Infirmary and Breastfeeding Area.																
	Facilitate and monitor weekly health and wellness activities of personnel (Zumba Class, Taking of blood pressure, city cycling & posting of health news).	Facilitated and monitored weekly health and wellness activities of personnel.																
4. Good Governance Condition																		
a. Ensure 100% of cash advances granted to the personnel of HRD are liquidated.	100% of cash advances granted to the staff of the unit are liquidated in 5 wd from end of activity & within 30 days from end of official travel.	100% of cash advances granted to the staff of the unit are liquidated in an average of 1-2 wd from end of activity & within 1-5 days from end of official travel.																
	100% of cash advances liquidated in five (5) working days from end of activity & within 30 days from end of official travel.	None																
b. Submission of Statement of Assets, Liabilities and Networth (SALN)	Ensure 100% of employees submit SALN to HRD on or before March 30.	100% of employees submit SALN to HRD not later than March 15, 2016.																

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	Submit SALN on or before March 30.	Submitted my SALN on Mar. 1, 2016.																
	Ensure 100% of employees' SALN are submitted to Office of the Ombudsman every June 30.	100% of SALN of employees submitted on May 18, 2016																
	Ensure 100% of employees' SALN are submitted to CSC FO every June 15.	100% of SALN of employees submitted on June 8, 2016																
	Ensure 100% of newly appointed employees submit SALN to HRD within 30 days from date of assumption of duties.	100% of newly hired employees on 3/16/2016 filed SALN in an average of 10 days upon assumption of duties.																
c. Ensure compliance to the provisions of the ARTA law	With at least Good Rating or 80%-89% numerical rating in all sub-areas under HRD (ID/Name plates of frontliners, PACD & Anti-flxer Campaign)	Obtained 90.21% or VS Rating in all sub-areas under HRD per ARTA RCS																
5. Learning & Growth – Organization Capital																		
a. Coaching of HRD Staff	100% of staff coached for program implementation strategy or development and with a corresponding Report.	100% of staff coached for program implementation strategy or development and with a corresponding Report.																
	TOTAL RATING																	
	FINAL AVERAGE RATING																	

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Rater's Comments and Recommendation for Development Purposes of Rewards/Promotion.																		

The above rating has been discussed with me by my Head.

Name and signature of Ratee: **RICARDO B FELIX III**
Position: Division Manager A
Date:

Final Rating by: **CESAR H. FEDERIZON**
Position: General Manager A
Date:

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
Member
Sr. Water Utilities Mgt/Devt. Officer

RONALD P. SARMIENTO
Member
MNWDEU President

CRISTINA S. TADURAN
Member
Industrial Relations Management Officer C, HRD