Republic of the Philippines METROPOLITAN NAGA WATER DISTRICT

40 J. Miranda Avenue, Naga City

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM

,	, Head of the Administrative Division, commit to deliver and agree to be rated on the attaintment of the following targets in accordance with the indic	ated measures for the period of January 1 to December 31,	
		CESAR H. FEDERIZON	
		Date:	
APPROVED BY:			
		Date:	
	CESAR H. FEDERIZON		
	General Manager A		
		5 - Outstanding	
		4 - Very Satisfactory	
		3 - Satisfactory	
		2 - Unsatisfactory	
		1 - Poor	

									Rating				
	MFO / PAP			Success Indicators	1st Sem	2nd Sem	Alloted Budget	Division Accountable	Q	E	Т	Α	Remarks
A. Water Facility Service Management													
	2016 Budget:												
	ગ 1	(Quantity)		86% or 75 of 87 barangays with access to potable water against the total number of barangays within the coverage of the LWD on December 31, 2016									
				90% of 1,800 additional new household connections.									

PI 2	(Quality)	Reliability of service	90% of household connections receiving 24/7 supply of water										
PI 3	(Timeliness)	Adequacy	Source capacity of LWD to meet demands for 24/7 supply of water										
B. W	Water Distribution Service Management												
20	2016 Budget:												
	(Quantity)	Non-Revenue Water (NRW)	20% of water production are non-revenue										
PI 2	(Quality)	Potability	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31 (0.3ppm chlorine residual)										
PI 3	(Timeliness)	Adequacy/Reliability of service	100% of request for repair attended within the average response time to restore service when there are interruptions based on the MNWD Citizen's Charter										
Supp	ort to Opera	l Ition											
	Budget:												
PI 1	(Quantity)	Staff Productivity Index	Category A Staff Productivity Index. The Staff Productivity Index shall be one (1) position for every One Hundred Twenty (120) service connections for Categories A, shall be strictly observed in the determination of the total number of positions in LWD										
PI 2	(Quality)	Affordability	Reasonableness/Affordability of water rates to consumers with service connections. Water rate for the 1st 10 cu.m. must not exceed 5% of the average income of LIG.										
PI 3	(Timeliness)	Customer Satisfaction Percentage	100% of Customer related complaints acted upon within an average of 3 days										
PI 3	(Timeliness)	General Services	Tranport Services within 4hrs upon receipt of trip tickets subject to the availability of service vehicle with no negative feedback										
			Procurement Services										

	•					1	1	1	1	1	
H			Property and Supply								
			. ,,								
		Leave Administration	100% of procedures involving leave administration is in								
			accordance with the Omnibus Rules on Leave as								
			prescribed by the Civil Service								
Ger	eral Administ	ration and Support Servi	ces (GASS)	I	I						
	6 Budget:										
PI 1		Financial Viability and									
		Sustainability	90% of collection efficiency								
			85% operating ratio								
			Current ratio: 8.5:1								
PI 2		Compliance with COA reporting	A. Compliance with Commission on Audit (COA)								
		requirements	reporting requirements in accordance with content								
			and period of submission (Submission of five (5)								
			financial reports, i.e. Balance Sheet, Statement of								
			Income and Expenses, Statement of Cash Flows,								
			Statement of Government Equity, Notes to								
			Financial Statement)								
\vdash			Report on Ageing of Cash Advance								
\Box		Compliance with LWUA	B. Compliance with Local Water Utilities								
		reporting requirements	Administration (LWUA) reporting requirements in								
			accordance to content and period of submission:								
			* Monthly Data Sheets, Balance Sheet, Income								\Box
			Statement, Cash Flow Statement								
\sqcup											
			* Bacteriological Report								
		1									

		* Chlorine residual report					
		* Physical/chemical report					
		* Annual report					
		* Approved WD budget with Annual Pocurement Plan (APP)					