




REPUBLIC OF THE PHILIPPINES  
METROPOLITAN NAGA WATER DISTRICT  
40 J. MIRANDA AVENUE, NAGA CITY

# ADMINISTRATIVE SERVICES DEPARTMENT

## PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM)

**(ASDPW06) STRATEGIC PERFORMANCE MANAGEMENT  
SYSTEM**



	<b>METROPOLITAN NAGA WATER DISTRICT</b>	Document Code: <b>ASDPW06</b>	
	<b>PROCEDURE</b>	Revision No.:	0
	<b>STRATEGIC PERFORMANCE MANAGEMENT SYSTEM</b>	Effectivity Date:	March 2017
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## 1. PURPOSE

1.1. This document describes the procedures for Strategic Performance Management System as one of the support processes of the MNWD.

1.2. The objectives of the Strategic Performance Management System process are:

- 1.2.1. To measure and improve the performance of employees and increase their future potential and value to the MNWD.
- 1.2.2. To provide feedback, improve communication, understand training needs, and clarify roles and responsibilities.
- 1.2.3. To determine how to allocate rewards.

## 2. SCOPE

This procedure will apply to the MNWD-Quality Management System on one support process which is the Strategic Performance Management System, that focuses on the:

- 2.1.1. Strategic Performance Management System

## 3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.

## 4. RESPONSIBILITIES

### 4.1. HUMAN RESOURCE DIVISION


- 4.1.1. Receipt and storage of monthly accomplishment reports of employees.
- 4.1.2. Recommendation of learning and development interventions.
- 4.1.3. Ascertain that individual employee's performance is in accordance with his/her Position Description Form or job description.
- 4.1.4. Partner of management to ensure that office's and individual employee's performance level is based on performance targets and measures as approved in the office and individual performance commitment contracts.

## 5. PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Strategic Performance Management System.

### 5.1. PROCEDURE DETAILS: Strategic Performance Management System System([Figure 4](#))

- 5.1.1. GM sets the direction and management develops OPCR.


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- 5.1.2. PMT reviews the OPCR and the GM approves OPCR.
- 5.1.3. Each Division submits DPCR and IPCR to HRD.
- 5.1.4. Submits DPCR and IPCR to HRD.
- 5.1.5. All employees prepare monthly accomplishment report and unit heads and supervisors conduct coaching sessions.
- 5.1.6. Employees below division managers prepare IPCR ratings.
- 5.1.7. Division managers discuss IPCR Ratings with staff and recommends learning and development interventions.
- 5.1.8. Division Managers prepare DPCR Ratings.
- 5.1.9. PMT reviews and evaluates DPCR and IPCR.
- 5.1.10. Recommends rewards and recognition to PRAISE Committee.


## 6. FORMS AND TEMPLATES

6.1.DPCR – “[ASDF10](#)”


6.2.IPCR - “[ASDF11](#)”

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	<b>ANNEX A</b>		Revision No.:	0
	<b>ACRONYMS</b>		Effectivity Date:	March 2017
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<b>ACRONYM</b>	<b>DEFINITION</b>
<b>MNWD</b>	METROPOLITAN NAGA WATER DISTRICT
<b>OGM</b>	OFFICE OF THE GENERAL MANAGER
<b>PSB</b>	PERSONNEL SELECTION BOARD
<b>HRD</b>	HUMAN RESOURCE DIVISION
<b>QS</b>	QUALIFICATION STANDARD
<b>BEI</b>	BEHAVIORAL EVENTS INTERVIEW
<b>BOD</b>	BOARD OF DIRECTORS
<b>PDS</b>	PERSONAL DATA SHEET
<b>GM</b>	GENERAL MANAGER
<b>PRAISE</b>	PROGRAM ON AWARDS INCENTIVES OF SERVICE EXCELLENCE
<b>OPCR</b>	OFFICE PERFORMANCE COMMITMENT AND REVIEW
<b>DPCR</b>	DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW
<b>IPCR</b>	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

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