



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

## STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

In line with CSC Memorandum Circular No. 6, s. 2012, the Iriga City Water District (ICWD) adopts the herein Strategic Performance Management System to be referred to as Iriga City Water District -SPMS.

### I. General Policies

This Iriga City Water District -SPMS:

- a. Adheres to the principle of performance-based security of tenure which provides motivation and basis for incentives to performers, applies developmental plans for poor performers and sanctions for non-performers.
- b. Operates on the basis that performance goals and measurements are aligned to the national development plans, agency mandate/vision/mission and strategic priorities and/or organizational performance indicator framework.
- c. Puts premium on major final outputs that contributes to the realization of organizational mandate, mission/vision, strategic priorities, outputs and outcomes.
- d. Adopts a team-approach to performance management such that accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating.
- e. Provides mechanism for appeals and resolutions of conflicts and/or disagreements.
- f. The employees' performance rating shall adhere to equal opportunity principle. Unfair treatment shall not affect individual performance rating.

All Officials and Employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury religious belief or activity, ethnicity, political belief, affiliation or activity, shall be given equal opportunity during performance planning and commitment, performance monitoring and coaching, performance review and evaluation and performance rewarding and development planning.



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Every employee shall be informed of the result of the coaching process and the final performance rating immediately after each rating period.

## **II. General Objectives**

This Iriga City Water District -SPMS shall be prepared and administered to:

- a. Concretize the linkage of organizational performance with the Philippine Development Plan, the Agency Strategic Plan and the Organizational Performance Indicator Framework (OPIF).
- b. Ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures.
- c. Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

## **III. Key Players and Responsibilities**

- A. SPMS Champion (Agency Head)
  1. Primarily responsible and accountable for the establishment and implementation of the SPMS.
  2. Sets agency performance goals/objectives and performance measures.
  3. Determines agency target setting period.
  4. Approves office performance commitment and rating.
  5. Assesses performance of Offices/Divisions.
  6. Constitutes a Performance Management Team (PMT) through an Office Order indicating the duties and responsibilities of its members.



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- B. Performance Management Team (PMT). The PMT shall be composed of the following:
1. Executive Official designated by the Agency Head as Chairperson.
  2. Highest Human Resource Management Officer or the career service employee directly responsible for human resource management.
  3. Highest Human Resource Development Officer or the career service employee directly responsible for personnel training and development.
  4. Highest Finance Officer or the career service employee directly responsible for financial management.
  5. Highest Planning Officer or the career service employee directly responsible in Planning, if there is any.
  6. Unit/Division designated by the Agency Head as PMT Secretariat.
  7. President of the accredited employee association in the agency or the authorized alternate representative. In offices where there are no accredited or recognized employee association/unions, the rank and file representative shall be chosen through a general election or assembly.

The PMT shall have the following functions and responsibilities:

1. Sets consultation meeting of all Unit Heads for the purpose of discussing the targets set in the office performance commitment and rating form.
2. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of offices/units is rationalized.
3. Recommends approval of the office performance commitment and rating to the Agency Head.



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4. Acts as appeals body and final arbiter for performance management issues of the agency.
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, delegation of authority to representatives in case of absence or its members.
7. Conducts agency performance planning and review conference annually for the purpose of discussing the office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.

### C. PMT Secretariat

1. Monitors submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
2. Consolidates, reviews, validates and evaluates the initial performance assessment of the Heads of Offices based on reported office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final office rating.
3. Records proceedings of the agency performance planning and review conference annually for the purpose of discussing the office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.



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4. Provides each office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.
5. Prepares the agency's Listing of Major Final Outputs (MFO).
6. Prepares a listing of concerns vis-a-vis agency's MFO, the corresponding Programs and Projects and their outputs (which will be derived from a particular MFO), the Department (Division/Section) responsible for it, success measure and target.

### D. Human Resource Management Office

1. Monitors submission of Individual Performance Commitment and Review Form by heads of offices.
2. Reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Agency Head.
3. Provides analytical data on retention, skill/competency gaps and talent development plans that align with strategic plans.
4. Coordinates developmental interventions that will form part of the Human Resource (HR) Plan.
5. Prepares semestral and annual Summary Listing of Performance Rating earned by the different offices (departments and/or sections) and the officials and employees actually assigned thereat.
6. Makes said listing readily available at the HR Office for reference, storage period of which is five (5) years.

### E. Head of Unit/Department

1. Assumes primary responsibility for performance management in his/her unit/department.



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2. Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review (OPCR) Form to the Planning Office.
3. Reviews and approves individual employee's Performance Commitment and Review (IPCR) Form for submission to the HRM Office/Personnel Office before the start of the performance period.
4. Does initial assessment of unit/department performance using the approved OPCR Form.
5. Determines final assessment of performance level of the individual employees in his/her unit/department based on proof of performance.
6. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
  - i. Recommends and discusses a development plan with the subordinates who obtained Unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding Unsatisfactory performance shall warrant their separation from the service.
  - ii. Provides preliminary rating to subordinates showing Poor performance not earlier than the 3<sup>rd</sup> month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

### F. Division Chief or Equivalent

1. Assumes joint responsibility with the Head of Office in ensuring attainment of performance objectives and target
2. Rationalizes distribution of targets/tasks.



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3. Monitors closely the status of the performance of his/her subordinates and provides support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee.
4. Assesses individual employees' performance.
5. Recommends developmental intervention.
6. Prepares and submits necessary evaluation report to the Head of Agency a week before the end of any rating period in cases of underperforming subordinate employees despite conduct of on-the-job coaching or mentoring. Said report must be duly supported with report of the coaching and mentoring assistance provided.
7. Distribute to specific personnel within the unit (department or division or section) the tasks and activities pertinent to the delivery of an outcome the department is expected to deliver per Agency's OPCR.

*Note: In cases of agencies with less than ten (10) personnel, items E & F shall be merged together.*

### G. Individual Employees

1. Act as partners of management and their co-employees in meeting organizational performance goals.
2. Keep track and accomplish necessary reports in monitoring individual work progress through submission of Monthly Accomplishment Report to unit/department head or division chief.

## **IV. Timetable of SPMS Activities**

### A. *Performance Planning and Commitment (Setting of Performance Targets)*

1. Organizational Targets - Office Performance Commitment and Review (OPCR)

Not later than the last quarter immediately preceding the rating period is devoted to preparation and setting of organizational targets.



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Organizational targets refer to short-range (annual or semi-annual) expected accomplishments set to achieve objectives.

The approved OPCR (Annex D) shall serve as basis for individual performance targets and measures to be prepared in the Individual Employee's Performance Commitment and Review (IPCR) Form (Annex E).

## **2. Employee/Individual Targets**

Employee/individual targets are determined by the unit heads of concerned employees through a work distribution plan (WDP). This shall be prepared semi-annually.

Each employee/individual then prepares his/her IPCR based on the WDP and submits the same to the unit head for approval and submission to the HR Office. It is a must that the unit head/supervisor and the employee agree on the targets set.

Employees' performance targets for a given rating period may still be modified based on changes brought about by new mandates and programs of the agency in general and the organizational unit in particular.

Modifications of the originally planned targets may also be allowed in cases where an employee is given special assignments that would significantly affect the accomplishment of the original targets.

## **B. Performance Monitoring and Coaching**

During the performance monitoring and coaching phase, the performance of the offices and every individual shall be regularly monitored at various levels: i.e. the Head of Agency, HRM Office, Division Head and individual, on a regular basis.

Performance monitoring and mentoring shall be done quarterly using the Performance Monitoring and Coaching Journal.

Division chiefs/unit heads shall maintain a logbook to record critical incidents and schedule of coaching and





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action plan. Interventions are given to those behind work targets; in the Employee Feedback Form (Annex F), a space is provided for recommended interventions.

## C. Performance Review and Evaluation

### 1. Office Performance Assessment

The PMT Secretariat in the agency shall consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported office accomplishments against success indicators as may be found in the MFO Listings as well as the allotted budget against actual expenses. The result of the assessment shall be submitted to the PMT for calibration and recommendation to the Agency Head. The Agency Head shall determine the final rating of units/departments/divisions.

An agency performance review conference shall be conducted annually by the PMT Secretariat for the purpose of discussing the Office assessment with concerned Unit Heads. This shall include participation of the Finance Office as regards budget utilization. To ensure complete and comprehensive performance review, all units shall submit a **quarterly accomplishment report** to the PMT Secretariat based on the SPMS calendar.

### 2. Performance Assessment for Individual Employees

The immediate supervisor shall assess the individual employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment; hence, there is no need for self-rating.

The SPMS puts premium on **major final outputs** towards realization of organizational mission/vision. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents or any output as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.



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The supervisor shall include qualitative comments, observations and recommendations in the individual employee's performance commitment and review form to include competency<sup>1</sup> assessment and critical incidents<sup>2</sup> which shall be used for human resource development purposes such as promotion and other interventions.

Employee's assessment shall be discussed by the supervisor with the concerned ratee prior to the submission of the individual employee's performance commitment and review form to the Head of Office.

The Head of Office shall determine the final assessment of performance level of the individual employees in his/her unit/division based on proof of performance. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The **average** of all individual performance assessments shall **not** go higher than the collective performance assessment of the Office.

The Head of Unit/Department shall ensure that the employee is notified of his/her final performance assessment and the Summary List of Individual Ratings with the attached IPCRs submitted to the HRM Office/Personnel Office within *five (5) working days* after the end of the rating period (3 months, 6 months or 1 year).

### D. Performance Rewarding and Development Planning

Part of the individual employee's evaluation is the competency assessment vis-à-vis the competency requirements of the job. The result of the assessment shall be discussed by the Heads of Offices and supervisors with the individual employee at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

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<sup>1</sup> Competencies are observable, measurable and vital behavioural skills, knowledge and personal attributes that are translations or organizational capabilities deemed essential for success. Competencies shall be identified for a particular position or job family.

<sup>2</sup> Record of events, happenings or actual information affecting the overall accomplishments of the employee during the particular rating period.



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The result of the competency assessment shall be treated independently of the performance rating of the employee.

Appropriate developmental interventions shall be made available by the Agency Head and supervisors in coordination with the HRM Section of the Administrative Division.

A Professional Development Plan to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timeliness, and monitored to measure progress.

The results of the performance evaluation/assessment shall serve as inputs to the:

1. Heads of Offices in identifying and providing the kinds of interventions needed, based on the developmental needs identified.
2. Agency HRM Office/Personnel Office in consolidating and coordinating developmental interventions that will form part of the HR Plan and the basis for rewards and incentives.
3. PMT in identifying potential PRAISE Awards nominees for various awards categories
4. PRAISE Committee in determining top performers of the Iriga City Water District who qualify for awards and incentives.

### **V. Rating Period**

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least 90 calendar days or 3 months while the maximum is not longer than one (1) calendar year.

Various rating scales may be used for specific sets of measures. However, in general, there shall be five-point rating scale (1 to 5), 5 being the highest and 1, the lowest.



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## VI. SPMS Rating Scale

This shall refer to the over-all rating earned (of an official or employee) for a given period, taking in consideration the parameters (which can either be one, two or all three parameters, namely: Effectiveness, Efficiency, Timeliness) as predetermined during the targeting period and found necessary as contained in the OPCR and IPCR (of the subject official or employee).

Results of the total rating as derived from the computation, shall determine the would-be adjectival rating of an official or employee.

### General Rating Scale

Rating		Description
Numerical	Adjectival	
4.50 to 5.00	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are marked excellence.
3.51 – 4.49	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
2.50 – 3.50	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
1.50 – 2.49	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the critical goals were not met.
1.00 – 1.49	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

The **General Rating Scale** shall be used in determining the final equivalent adjectival rating of the office and individual.

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable.

Category	Definition
Quality / Effectiveness	The extent to which actual performance compares with targeted performance. The degrees to which objectives are achieved and the effectiveness to which targeted problems are solved. In management, effectiveness relates to <i>getting the right things done</i> .
Efficiency	The extent to which time or resources is used for the intended task or purpose. Measures whether targets



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	are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
Timeliness	Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.

This description shall be operationalized through the Rating Scale provided below.

## Rating Scale:

This shall guide assignment of rating, taking in consideration status of accomplishment vis-a-vis target set, for specific programs/projects.

### a. Quality / Effectiveness

#### a. Written Work

This shall cover output in written format.

<b>Rating</b>	<b>Description</b>
5	Output is substantially correct and complete; no major mistakes or deficiency; every aspect of the work assignment well covered; clearly presented; well organized. No error in content, requiring restudying or major rehash of the output submitted.
4	10% of the output subjected to modifications or not organized.
3	25% of the substantial aspect of the work had to be revised; or Grammatically incorrect.
2	50% of the substantial aspect of the work had to be revised.
1	Work not acceptable. Needs total revision. Assignment has to be given to another.

#### b. Non Written Work

This shall cover output in non-written format.

<b>Rating</b>	<b>Description</b>
5	Excellent results; all aspects of work assignment thoroughly covered; No mistakes in performing the duty.
4	One or two minor errors in execution of work assignment; results still very good. 1-2 mistakes in performing the duty.
3	More than two minor errors or deficiencies in the execution of work assignment. Results are acceptable. 3 mistakes in performing duty.
2	One major error or deficiency that can be overcome with help from supervisor; 4-5 mistakes in performing the duty.



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	Had been a cause of delay to colleagues who uses the particular output as input to their work. Was subject of written complaint or negative comment from colleague, client(s) or general public.
1	Haphazard or careless execution of work assignment; unacceptable results. 6 or more mistakes in performing the duty. Had caused organizational problem.

## b. Efficiency

This shall refer to rate of turn-over of accomplishment; subsuming available administrative resources.

<b>Rating</b>	<b>Description</b>
5	Target or quota exceeded by 30% or more; planned quantity for the rating period exceeded by at least 30%.
4	Target or quota exceeded by at least 15% but short of 30%.
3	Target or quota accomplished as expected or had exceeded up to 14% or less.
2	Only 51 to 99% of target or quota was accomplished
1	Less than 50% of quota or target was accomplished

Formula for Efficiency Rating (ER):

$$ER = \frac{\text{accomplished}}{\text{target / quota}} \times 100\%$$

Illustration : (Collection Services)

Accomplished = P100,000.00

Target / quota = P80,000.00

$$\begin{aligned}
 ER &= \frac{100,000.00}{80,000.00} \times 100 \% \\
 &= \frac{100,000.00}{80,000.00} \times 100 \% \\
 &= 125\%
 \end{aligned}$$

The illustration shows that employee exceeded his target / quota by **25%**. Therefore, his equivalent efficiency rating is **4**.

## c. Timeliness

- a. Work which can be prepared and submitted earlier than scheduled date



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<b>Rating</b>	<b>Description</b>
5	Task completed at least two (2) days before the scheduled date of completion or deadline.
4	Task completed at least one (1) day before the scheduled date of completion or deadline.
3	Task completed on the scheduled date of completion or deadline.
2	Task completed after the deadline or planned time.
1	Task not completed at all.

**b. Work which cannot be completed and/or submitted earlier that scheduled date (such as accounting reports due end of month, etc)**

<b>Rating</b>	<b>Description</b>
5	Task completed on the scheduled date of completion or deadline.
4	Task completed one (1) day after the scheduled date of completion or deadline.
3	Task completed two (2) days after the scheduled date of completion or deadline.
2	Task completed three (3) days or more after the scheduled date of completion or deadline.
1	Task not completed at all.

Note: In case an official or employee is reassigned or is separated from the service prior to end or completion of rating period, provided that the set minimum rating period is completed, accomplishment shall be rated using principle of ratio and proportion. The total period served and its corresponding record of accomplishment for the period, shall be viewed against supposed total working period and target for the period.

Critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the OPCR / IPCR Form using the standards for Quality/Effectiveness (Q), and the rating scales for Efficiency (E) and Timeliness (T).

In computing the final rating of the office and individual performance, the following weight allocation shall be followed:

- Strategic Objectives 45%
- Core Functions 45%
- Support Functions 10%

**Sample Computation:**

<b>MFOs/PAP*</b>	<b>Q<sup>1</sup></b>	<b>E<sup>2</sup></b>	<b>T<sup>3</sup></b>	<b>A<sup>4</sup></b>
<b>Strategic Objectives:</b>				
Program/Activity 1	4.00	4.00	1.00	<b>3.00</b>



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Program/Activity 2	5.00		5.00	<b>5.00</b>
Program/Activity 3		4.00	4.00	<b>4.00</b>
<b>Core Functions:</b>				
Program/Activity 1	2.00	3.00	5.00	<b>3.33</b>
Program/Activity 2		4.00	2.00	<b>3.00</b>
Program/Activity 3	4.00		3.00	<b>3.50</b>
<b>Support Functions:</b>				
Program/Activity 1	1.00		5.00	<b>3.00</b>
Program/Activity 2		5.00	4.00	<b>4.50</b>

PAP\* = Program/Activity/ Project; Q<sup>1</sup> = Quality;  
E<sup>2</sup> = Efficiency; T<sup>3</sup> = Timeliness; A<sup>4</sup> = Average

<b>EMPLOYEE RATING</b>		
<b>CATEGORY</b>	<b>AVERAGE RATING</b>	<b>WEIGHTED RATING</b>
<b>Strategic Priority (45%)</b>	$(3.00 + 5.00 + 4.00)/3 = 4.00$	$(4.00 \times 45\%) = 1.80$
<b>Core Functions (45%)</b>	$(3.33 + 3.00 + 3.50)/3 = 3.277$	$(3.277 \times 45\%) = 1.47$
<b>Support Functions (10%)</b>	$(3.00 + 4.50)/2 = 3.75$	$(3.75 \times 10\%) = 0.375$
<b>Final Numerical Rating</b>		<b>1.800 + 1.47 + 0.375 = 3.645</b>
<b>Final Adjectival Rating</b>		<b>Very Satisfactory (VS)</b>

The computation shows that the final numerical rating of the employee is 3.645 with an adjectival rating of Very Satisfactory derived from computing the average rating of all MFOs/PAP classified under Strategic Objectives, Core Functions and Support Functions and then multiplying the result by the weight allocation per category.





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### **VII. SPMS Initiation / Implementation**

The Agency Head shall:

- a. Submit Iriga City Water District -SPMS to the Civil Service Commission Regional Office No. 5 for review/approval.
- b. Conduct orientation/reorientation on the new Iriga City Water District - SPMS to all employees. This is to promote awareness and interest on the system, generate employees' appreciation for the agency SPMS as a management tool for performance planning, control and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.
- c. Administer the approved Iriga City Water District -SPMS in accordance with the guidelines/standards set herein.
- d. Provide the CSC – Camarines Sur Field Office with a copy of the consolidated Individual Performance Review Reports indicating alignment of the collective individual performance rating with the Organizational/Office Performance Rating.

### **VIII. Sanctions**

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review (OPCR) form to the PMT, and the Individual employee's Performance Commitment and Review (IPCR) forms to the HRM Section of Administrative Division within the specified dates shall be ground for:

1. Employee's disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
2. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the OPCR and IPCR report.
3. Failure on the part of the Head of Agency/Unit/Department Head to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for administrative offense for neglect of duty.
4. Non-submission of agency SPMS to the Civil Service Commission for review/approval shall be a ground for disapproval of promotional appointments issued by concerned agency head.



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## IX. Uses of Performance Ratings

1. Security of Tenure of those holding permanent appointments is not absolute but based on performance.

Employees who obtained UNSATISFACTORY rating for one (1) rating period or exhibited poor performance shall be provided appropriate developmental intervention by the Agency Head and supervisor (Division/Unit Head), in coordination with the HRM Section of Administrative Division, to address competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still obtains UNSATISFACTORY rating in the immediately succeeding rating period or POOR rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the Agency Head at least 3 months before the end of the rating period is required.

2. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Agency Head.
3. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.

4. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.

For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.

5. Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (plantilla) office of present office, where the employees have spent majority of their time during the rating period.



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## X. Appeals

1. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.
2. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Agency Head.
3. The PMT shall decide on the appeals within one month from receipt.
4. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

## XI. Effectivity

This Iriga City Water District -SPMS shall take effect on **January 2013** and thereafter. *Pilot-testing* shall be done during the first semester of 2013.

Approved by:

  
**ROMULO M. CORPORAL, JR.**

General Manager

Date: January 21, 2019

### CERTIFICATION OF APPROVAL

This Iriga City Water District -SPMS is hereby conditionally approved for initial implementation subject to the completion of essential aspects of the MFO herein provided on or before **January 10, 2013**. A report of implementation of this SPMS shall be submitted to the CSCRO5 not later than **April 5, 2013** (covering implementation of January-March OPCR), which shall be the basis for final approval of this SPMS.

Approved by:

**CECILIA R. NIETO**

CSCRO5 Director IV

Date Signed: