



BAYUGAN WATER DISTRICT

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SYSTEM OF RANKING DELIVERY UNITS FOR CY 2019

Being cognizant of the basic guidelines stipulated in different issuances harmonized for the attainment of goals and effective delivery of basic services in the government, formulated its System of Ranking Delivery Units (SRDU) as one of the requirements for the grant of PBB.

For a clearer understanding of the Byg-WD SRDU, the same was anchored and concretized its rationale to the provision of the MC No. 2018-1 specifically on Section 1, to quote in toto:

“1.1 In his 2017 State of the Nation Address, President Rodrigo Duterte called for a government equipped with political will and braced by a concerned citizenry to be able to overcome the problems facing the country through collective purpose and collaborative actions. He emphasized the need for heightened transparency and deeper accountability to the Filipino people to fight corruption and cleanse the bureaucracy.

1.2 Hence, among his priorities is to ensure citizen-centric public service to bring the government closer to people with the citizenry empowered to evaluate and give feedback on public services and the bureaucracy, specifically on frontline transactions. He reiterated his directive to all government offices to quickly respond and yield meaningful results in streamlining processes, working more efficiently, and providing high quality and genuine public service that Filipinos deserve without delay and bureaucratic red tape. He underscored the responsibility of each public servant to act with commitment and urgency in protecting and serving the values, welfare and well-being of every Filipino.

1.3 Moreover, in his Veto Message in the Fiscal Year (FY) 2018 National Budget, President Duterte declared confidence in strengthening the country’s foundation for a *matatag, maginhawa, at panatag na buhay* that Filipinos aspire for. The FY 2018 National Budget represents the sound priorities and programs aimed at fostering the golden age of infrastructure, secure peace and order, and accelerate human capital development for sustained and inclusive growth. To this goal, he called for efficient, responsible and disciplined utilization of the National Budget.

1.4 To tighten the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline, and more efficient government processes, the government is leveraging the priorities of its Results-Based Performance Management System (RBPMS) and its people-centered Performance-Based Incentive System (PBIS) through requirements and conditions aiming to fight corruption, achieve higher citizen satisfaction and implement a firmer validation process to recognize outstanding performance in government service.

Adherence to the principle of performance-based security of tenure, Byg-WD SRDU provides motivation and basis for incentive to performers and applies sanctions to non-performers.

Rating System shall be in accordance to the approved SPMS of Byg-WD:

1. Approved OPCR¹ shall be the basis/primary document reflecting the PPA/Targets for the current year funded under the approved Corporate Budget that is "Budget with outcomes"²
 - Rating period is from January to December 2019
 - Target Setting is conducted in December 2018 and submission of Accomplishment shall be on January 31, 2020
2. The Performance Management Team (PMT) shall convene for the evaluation of accomplishment versus Target subject for the approval of the General Manager (GM);

SYSTEM OF RATING AND RANKING OF THE PERFORMANCE OF THE DIVISION AND INDIVIDUAL

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

3. The Personnel under each division shall be ranked as follows:

DIVISION	RANKING SCHEME
Administrative & Finance	Personnel within the division shall be ranked among themselves
Commercial Services	Personnel within the division shall be ranked among themselves
Operations & Engineering	Personnel will be grouped as to: Construction & Maintenance Division (CMD), Production & Water Quality Division f (PWQ) and shall be ranked among themselves
Office of the General Manager	Personnel will be grouped as to: Technical Unit (TU), Planning & Design Unit (PDU) and shall be ranked among themselves

4. All Divisions will be ranked as BEST, BETTER or GOOD. The HYPOTHETICAL illustration will be as follows:

OFFICE/UNIT/ DIVISION	SCENARIO 1		SCENARIO 2		REMARKS
	Rating	Rank	Rating	Rank	
Adm/Finance	4.506	BEST	3.212	GOOD	For Scenario 1, ranking is done twice to determine the FINAL rank of each of Division after determining the ranks of OGM
Commercial Services	4.496	BETTER	3.218	GOOD	
Operations & Engineering	4.387	BEST	3.308	GOOD	
Office of the General Manager	4.189	GOOD	3.822	BETTER	

5. General Manager shall not be required to accomplish IPCR being primarily responsible and accountable for the accomplishment of the commitments in the OPCR. The rating thereto shall be the individual rating of the respective Division Manager. However, all other personnel shall be required to accomplish respective IPCR and shall be used as basis for individual performance rating for the period January to December 2019.
6. The following were considered for the evaluation of accomplishment versus target, to wit:

WEIGHT ALLOCATIONS

Division Managers

Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	<u>10%</u>
		100%

Technical/Professional Subordinates with SO/SP

Strategic Objectives/Priorities (SO/SP)	-	20%
Core Functions	-	70%
Support Functions	-	<u>10%</u>
		100%

Technical/Professional Subordinates w/o SO/SP

Core Functions	-	70%
Support Functions	-	<u>30%</u>
		100%

Other employees

Core Functions	-	40%
Support Functions	-	<u>60%</u>
		100%

SAMPLE COMPUTATION:

45% Strategic Priorities, 45% Core Functions, and 10% Support Functions

Category	MFO	Rating
SP/SO	2	$4+3=7/2=3.5 \times 45\%=1.575$
Core Function	4	$3+4+3+2=12/4=3 \times 45\%=1.35$
Support Function	1	$3 \times 10\%=.3$
Total/Final Overall Rating		$1.575+1.35+.3=3.225$
Adjectival Rating		Satisfactory

FOR EFFICIENCY

Numerical	Description
5	130% and above of the targeted quantity acted
4	115% to 129.99% of the targeted quantity acted
3	100% to 114.99% of the targeted quantity acted
2	51% to 99.99% of the targeted quantity acted
1	50% and below of the targeted quantity acted

FOR TIMELINESS

Numerical	Description
5	Task completed ahead of the planned time by 30%
4	Task completed ahead of the planned time by 15-29.99%
3	Task completed on deadline or planned time or earlier but not more than 14.99% of the planned time
2	Task completed after the deadline or planned time by 51% to 99.99% of the planned time
1	Task not completed after the deadline or planned time by 50.99% or more

QUALITY OF WRITTEN WORKS

Numerical	Description
5	No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; no lapse in grammar or error in content
4	One or two minor error or deficiency; work in accordance with instructions; clearly presented; well organized; one or two errors in grammar or errors in content
3	More than two minor errors or deficiencies; partial minor revision needed; three lapses in grammar or error in content
2	One or two major errors or deficiencies; major revision needed; four or five lapses in grammar or errors in content
1	Works not acceptable; needs total revision; six or more lapses in grammar or error in content

QUALITY OF NON-WRITTEN WORKS

Numerical	Description
5	Excellent result; all aspect in work assignment thoroughly covered; no mistakes in performing the duty
4	One or two minor errors in the execution of work assignment; result is still very good; one or two mistakes in performing the duty
3	More than two minor errors or deficiencies in the execution of work assignment; results are acceptable; three mistakes in performing the duty
2	One major error or deficiency that can be overcome with the help from supervisor; four or five mistakes in performing the duty
1	Haphazard or careless execution of work assignment; unacceptable result; six or more mistakes in performing the duty

In determining the final equivalent adjectival rating of employee, the range of over-all point scores is converted as follows:

GENERAL RATING SCALE

Rating		Description
Numerical	Adjectival	Description
5	Outstanding	Performance exceeding targets by 30% and above of the planned targets.
4 (4-4.99)	Very Satisfactory	Performance exceeding targets by 15% to 29 % of the planned targets
3 (3-3.99)	Satisfactory	Performance of 100% to 114 % of the planned targets. For accomplishments requiring 100% of the targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of 5 points for those who met targets or 2 points for those who failed or fell short of the targets applies
2 (2-2.99)	Unsatisfactory	Performance of 51% to 99% of the planned targets
1 (1-1.99)	Poor	Performance failing to meet the planned targets by 50% or below.

7. Rates of the FY 2019 PBB:

Performance Category	PBB as % of Monthly Basic Salary
Best (10%)	65%
Better (25%)	57.5%
Good (65%)	50%

OTHER CONDITIONS TO COMPLY PER EXECUTIVE ORDER No. 80

1. Achieve the MFOs and IPs identified under Memorandum Circular 2019-01 dated September 3, 2019, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
2. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2019; and
3. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officers and employees of the Byg-WD.

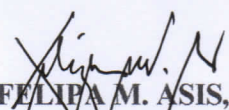
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