



CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu, Philippines

Tel. No. 487-8525/487-9141/487-8500

www.carcarwaterdistrict.gov.ph



Management System
ISO 9001:2015

www.tuv.com
ID 9108839697



SYSTEM OF RANKING FOR CY 2020

I. Legal Basis

1. INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEM Memorandum Circular No. 2020 -1 dated June 2, 2020: Guidelines on the Grant of Performance Based Bonus (PBB) for Fiscal Year 2020; and
2. CSC Memorandum Circular No. 6, series of 2012: Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).

II. Guidelines

These guidelines are designed for all regular and contractual employees who are bound to address and meet the desired output for each job position and description.

1. The overall rating of each delivery unit shall be comprised of the following details and weight rate:

Division Rating	50%
Quality Management System (QMS) Compliance	20%
Direct Supervisor (Department Manager) Rating	15%
Second Level Supervisor (General Manager) Rating	15%
Total	100%

2. Division Rating

- 2.1 Individuals will be rated according to the CSC-approved Strategic Performance Management System (SPMS).
- 2.2 The Division rating shall be the average of the individual ratings of all the employees in a division.
- 2.3 The Individual Rating is comprised of the four parts and its weighted composition, these are: 1) Individual Performance Commitment Review (IPCR) rate, 50%; 2) Direct Supervisor's rate, 20%; 3) Second Level Supervisor's rate, 20%; 4) Attendance, 10%.
- 2.4 To qualify for the overall ranking, employees should have the qualifying IPCR (Individual Performance Commitment & Review) rating of *Satisfactory (3)*. All individual results of data will be dealt with high confidentiality by the management.

3. The QMS Compliance Rating shall be divided into three (3) parts:

- a. Actions taken on Non-Conformities and Request for Corrective Action (33.33%)
- b. Implementation of Opportunities for Improvement (33.33%)
- c. Meeting of Quality Objective (QO) Targets (33.33%)



CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu, Philippines
Tel. No. 487-8525/487-9141/487-8500
www.carcarwaterdistrict.gov.ph



Management
System
ISO 9001:2015



www.tuv.com
ID 9108839697

4. Direct Supervisor's Rating

This rating entails the overall assessment of the division performance by the Department Manager under which the division belongs.

5. Second Level Supervisor's Rating

This rating entails the overall assessment of the division performance by the General Manager.


6. Overall Computation

Each division will be considered as one delivery unit of the organization, which means it will be ranked based on the division's final rating. The amount of the Performance-Based Bonus that the division will be entitled to receive will be based on the following table:

OVERALL DIVISION RATING	RATE OF PBB
4.25 - 5.0	65%
3.50 - 4.249	57.5%
3.0 - 3.49	50%

7. This ranking will also serve as the basis in ranking the 4 delivery units of CWD that can be used for awarding. However, this does not convey or signify that the lesser score of a specific unit would get the lower bonus. E.g. If the 4 units were on the range of 4.25-5.0, they would still get the 65% PBB.

Approved:


EDWARD L. REMO
General Manager