

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS

Department/Agency: CATBALOGAN WATER DISTRICT

1.0 Summary of Information Required

1.1 Total No. of Bureau/Offices/Attached Agencies/ Delivery Units = 3

1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved at least 90% of performance targets = 3

1.3 Total No. of Filled Postions as of November 30, 2014 = 42

1.4 Total No. of Officials and Employees Entitled to PBB = 48

1.5 Total Amount Required for Payment of PBB ₱ 945,000.00

2.0 Ranking of Bureaus/Offices/Attached Agencies/Delivery Units

Ranking	Categories of Delivery Units	Name of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishments of Target (in %)	Ranking	No. of Employees by Salary Grade		Amount of PBB (Php)	
					Salary Grade	Headcount		
2.1 Top 10% (Best)	2.1.1 CATBALOGAN WATER DISTRICT	Administration	95.20%	Best Performer (Top 20%)	26	1	35,000.00	
					22	1	35,000.00	
				Better Performer (Next 35%)	16	1	25,000.00	
					13	1	25,000.00	
					10	1	25,000.00	
				Good Performer (Next 45%)	6	2	20,000.00	
					4	2	20,000.00	
					1	2	20,000.00	
				Poor Performer				
				Total for DU =				
		Commercial	91.8	Best Performer (Top 20%)	22	1	35,000.00	
					18	1	35,000.00	
					14	1	35,000.00	
					8	1	35,000.00	
				Better Performer (Next 35%)	13	1	25,000.00	
					8	5	125,000.00	
					3	1	25,000.00	
				Good Performer (Next 45%)	12	1	10,000.00	
					10	1	10,000.00	
					8	4	40,000.00	
					6	2	20,000.00	
				4	1	10,000.00		
				Poor Performer				
				Total for DU =				
		Engineering	94.8	Best Performer (Top 20%)	18	1	35,000.00	
					12	1	35,000.00	
					3	1	35,000.00	
				Better Performer (Next 35%)	8	2	50,000.00	
					6	4	100,000.00	
				Good Performer (Next 45%)	14	1	10,000.00	
8	4				40,000.00			
6	3				30,000.00			
Poor Performer								
Total for DU =					17	335,000.00		

3.0 Please attach a description of the criteria and process used in rating the performance and ranking of the bureaus/offices/attached agencies/delivery units.

Noted by:


ENGR. RALPH S. UY
 General Manager

How to Compute the Rating

- During the performance review and evaluation, discussion at the end of the rating period, the PMT rates the organizational unit of its actual accomplishment vis-à-vis its target as indicated in the targets and accomplishments column of the approved OPCR.
- Each accomplishment is rated by comparing the targets against the actual job accomplishments. The QL, E, and T standards earlier set are used in giving each accomplishment a numerical point rating.
- Add all the point scores under QN, E, and T for each work/activity for each rater and divide by the number of entries to get their respective Average Point Scores (A). Add all the Average Point Scores to get the Total Overall Rating.
- Divide the Total Overall Rating with the number of entries to get the Final Average Rating.
- Using the SPMS Rating Scale, determine the Adjectival Rating of the organizational unit.
- The same method of computation shall be made in determining the performance rating of the subordinate. The average of all individual performance shall not go higher than the collective performance assessment of the office.

Levels of Performance

Each employee is rated on the basis of the levels of performance set below:

<u>Numerical</u> <u>Description</u>	<u>Adjectival</u> <u>Rating</u>	<u>Point</u> <u>Score</u>
<ul style="list-style-type: none"> • Extraordinary level of achievement • Exceptional job mastery in all major areas of responsibility have demonstrated • Marked excellence of achievement and contributions to the organization 	Outstanding (O)	5
<ul style="list-style-type: none"> • Exceeded expectations • All goals, objectives and targets were achieved above standards 	Very satisfactory (VS)	4
<ul style="list-style-type: none"> • Met expectations • Most critical annual goals are met. 	Satisfactory (S)	3
<ul style="list-style-type: none"> • Failed to meet expectations • One or more of the most critical goals were not met 	Unsatisfactory (US)	2
<ul style="list-style-type: none"> • Consistently below expectations • Reasonable progress toward critical goals was not made 	Poor (P)	1

CATBALOGAN WATER DISTRICT

Summary of Ratings (Administrative Division)

Name	Ranking			Ranking	Rating	Salary Grade
	1st Sem	2nd Sem	Average			
Engr. Ralph S. Uy	4.77	4.77	4.77	1	Best	26
Eusebia Christina G. Yboa	4.75	4.77	4.76	2	Best	22
Exequiel C. Cabrigas III	4.39	4.7	4.55	3	Better	16
Maria Patria C. Dacallos	4	4.58	4.29	5	Better	13
Pacita B. Macaspag	4.24	4.53	4.39	6	good	10
Suzette T. Cabuñag	3.63	4.48	4.06	11	Good	6
Leonardo Lozada	4.05	4.48	4.27	8	Good	6
Rolando Jabon	4.45	4.5	4.48	7	Good	1
Marilyn A. Serida		4.62	4.62	4	Better	4
Maria T. Reyes	4.05	4.46	4.26	9	Good	4
Yasmin L. De Guzman	4.33	4.42	4.38	10	Good	1

Prepared by :


EUSEBIA CHRISTINA G. YBOA
Division Manager C

Noted by :



ENGR. RALPH S. UY
General Manager

CATBALOGAN WATER DISTRICT

Summary of Ratings (Commercial Division)

Name	Ranking			Ranking	Rating	Salary Grade
	1st Sem	2nd Sem	Average			
Julia P. Lobriño	4.5	4.68	4.590	1 Best	22	
Pevey L. Alarcon	4.14	4.17	4.155	7 better	8	
Cristito Cinco	4.14	4.17	4.155	7 better	8	
Mariannce C. Cruz	4.15	4.17	4.160	6 better	8	
Silvio T. Dacles Jr.	4.14	4.14	4.140	9 good	8	
Julieta A. Gonzales	4.14	4.17	4.155	7 better	8	
Constancia Panela	4.14	4.19	4.165	5 better	13	
Evelyn Samson	4.14	4.24	4.190	3 best	14	
Nelly G. Mahinay	4.12	4.16	4.140	9 good	10	
Jessamin Q. Costo	4.21	4.27	4.240	2 best	18	
Arlene R. Jabinal	4.14	4.16	4.150	8 good	12	
Nilda L. Jabon	4.09	4.14	4.115	11 good	8	
Aristotle Calades	4.09	4.15	4.120	10 good	8	
Jesus Abaigar	4.14	4.19	4.165	5 good	8	
Tomas N. Bacsal	4	4	4.000	12 good	6	
Ulysses B. Gonzales	4	4	4.000	12 good	6	
Odette L. Tesoro	4.17	4.19	4.180	4 Best	8	
Carlo G. Tugao	4.14	4.17	4.155	7 better	8	
Rector U. Topacio	4.17	4.19	4.180	4 good	4	
Azel D. Jabinar	4.15	4.17	4.160	6 better	3	

Prepared by :


JULIA P. LOBRIÑO
Division Manager C - Commercial

Noted By :

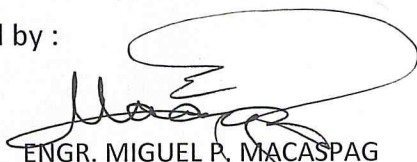

ENGR. RALPH S. UY
General Manager

CATBALOGAN WATER DISTRICT

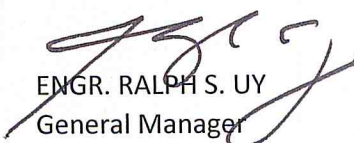
Summary of Ratings (Engineering Division)

Name	Ranking			Ranking	Rating	Salary Grade
	1st Sem	2nd Sem	Average			
Miguel P. Macaspag	4.73	4.74	4.74	1	Best	18
Sonny A. Cadano	4.15	4.7	4.43	5	better	8
Bernabe S. Dacles	4	4.69	4.35	10	good	6
Macario M. Gabunar	4	4.72	4.36	9	good	14
Edwin U. Unay	4.06	4.64	4.35	10	good	6
Herminia S. Tuazon	4.63	4.72	4.68	2	Best	12
Joel L. Jabon	4.09	4.71	4.40	6	better	6
Isabelo R. Labangco Jr	4.42	4.71	4.57	4	better	6
Noe P. Saises	4	4.68	4.34	11	good	8
Danilo S. Dacles	4.06	4.64	4.35	10	good	8
Alfredo D. Roma	4.42	4.71	4.57	4	better	6
Herbert R. Maga	4.08	4.7	4.390	7	good	8
Zaldy A. Mahinay	4.05	4.68	4.365	8	good	8
Vic D. Menoro	4	4.7	4.350	10	good	6
Rodolfo J. Panican	4.06	4.71	4.385	7	better	8
Gerardo L. Romano	4.09	4.71	4.400	6	better	6
Leonardo L. Jabien	4.6	4.67	4.64	3	Best	3

Prepared by :


ENGR. MIGUEL P. MACASPAG
OIC - Engineering Division

Noted By :


ENGR. RALPH S. UY
General Manager