

Form 1.0  
REPORT ON RANKING OF OFFICES/DELIVERY UNITS

**Department/Agency CATBALOGAN WATER DISTRICT**

<b>1.0 Summary of Information Required</b>
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units : <u>(Three) 3</u>
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets : <u>(Three) 3</u>
1.3 Total No. of Filled Positions as of November 30, 2017 : <u>Forty Six (46)</u>
1.4 Total No. of Officials and Employees Entitled to PBB : <u>Forty Six (46)</u>
1.5 Total Amount Required for Payment of PBB <b><u>Php 586,788.83</u></b>

**REPORT ON RANKING OF OFFICES/DELIVERY UNITS**

Department/Agency : CATBALOGAN WATER DISTRICT

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees			
			Names of Employee	Salary Grade	Months in service in 2017	Amount of PBB
<b>2.1 Best (25%)</b>	<b>Head of Office: 65% of Salary</b>		Engr. Ralph S. Uy	26	12	52,735.80
	<b>Delivery Unit 1: Administrative Division  65% of Salary</b>	<b>97.1%</b>	Eusebia Christina Yboa	22	12	35,252.10
			Exequiel C. Cabrigas III	18	12	23,200.45
			Maria Patria Dacallos	13	12	15,286.05
			Rolando Jabon	3	12	7,401.55
			Dennis Ala	6	12	9,003.14
			Maria Reyes	4	12	7,900.75
			Pacita Macaspag	10	12	12,623.65
			Leonardo Lozada	6	12	9,162.40
			Suzette Cabuñag	6	12	9,082.45
						<b>10 Employees</b>
<b>Better (10%)</b>	<b>Delivery Unit 2: Engineering Division  57.5% of Salary</b>	<b>94.5%</b>	Miguel Macaspag	22	12	30,350.23
			Macario Gabunar	14	12	14,704.48
			Herminia Tuazon	12	12	12,574.10
			Edwin Unay	6	12	8,177.08
			Isabelo Labangco	6	12	8,470.33
			Alfredo Roma	6	12	8,396.15
			Herbert Maga	8	12	9,182.18
			Vic Menoro	6	12	8,249.53
			Gerardo Romano	6	12	8,034.48
			Leonardo Jabien	3	12	6,547.51
			Sonny Cadano	8	12	9,719.23
			Bernabe S. Dacles	6	12	8,470.33
			Noe Saises	8	12	9,182.18
			Danilo Dacles	8	12	9,719.23
			Zaldy Mahinay	8	12	9,182.18
			Rodolfo Panican	8	12	9,627.80
			Roberto Tille	6	12	7,964.31
						<b>17 Employees</b>

<b>Better (10%)</b>	<b>Delivery Unit 3: Commercial Division</b>	<b>94.4%</b>	Julia P. Lobriño	22	12	33,373.00
			Evelyn Samson	14	12	15,719.93
			Jessamine Costo	18	12	21,005.90
			Marilyn Serida	8	12	9,095.35
			Cristito Cinco	8	12	9,358.13
			Marianne Cruz	8	12	9,447.25
			Constancia Panela	13	12	13,981.13
			Nelly Mahinay	10	12	11,167.08
			Arlene Jabinal	12	12	13,294.00
			Jesus Abaigar	8	12	9,719.23
			Silvio Dacles	8	12	9,358.13
			Julieta Gonzales	8	12	9,719.23
			Pevey L. Alarcon	8	12	9,719.23
			Nida Jabon	8	12	9,719.23
			Tomas Bacsal	6	12	8,249.53
			Ulysses Gonzales	6	12	8,396.15
			Odette Tesoro	8	12	9,182.18
			Rector Topacio	4	12	6,989.13
			Maryrose Ann Iquiran	4	6	9,095.35
	<b>19 Employees</b>				<b>226,589.16</b>	
<b>TOTAL</b>					<b>586,788.83</b>	
2.5 Did not submit SALN	Administrative Division			0		
	Commercial Division			0		
	Engineering Division			0		
			<b>TOTAL</b>	0		
2.6 Did not liquidate Cash Advance within reglamentary period	Administrative Division			0		
	Commercial Division			0		
	Engineering Division			0		
			<b>TOTAL</b>	0		

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

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

*Maria Patria C. Dacallos*

**MARIA PATRIA C. DACALLOS**  
Head of HR

Date: 1/12/2018

*Ralph S. Uy*  
**ENGR. RALPH S. UY**  
Agency Head

Date: 1/12/2018