


ANNEX D: INDIVIDUAL PERFORMANCE AND COMMITMENT (IPCR) BLANK FORM

 Republic of the Philippines PANGASIWAAN NG TUBIG AT ALKANTARILYA SA METROMANILA Metropolitan Waterworks and Sewerage System Katipunan Road, Balara, Quezon City	<b>INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)</b> <b>MFO-BASED PERFORMANCE</b>	RATING PERIOD: _____
--	--	-------------------------

I, \_\_\_\_\_ of the \_\_\_\_\_, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period 22 October to 31 December, 2012.


Ratee Name/Signature: \_\_\_\_\_

MFOs AND PERFORMANCE INDICATORS	DEPARTMENT FY2012 BUDGET	INDIVIDUAL FY2012 ACTUAL ACCOMPLISHMENT	INDIVIDUAL FY2012 TARGET	RESPONSIBLE DIVISION/ INDIVIDUAL(S)	RATING				Quarterly Updates (Encircle one)					
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	Ave	Q1	Q2	Q3	Q4		
<b>A. Major Final Outputs (MFOs)/Operations</b>														
MFO1:														
MFO2:														
MFO3:														
<b>B. Support to Operations (STO) / Office of the Administrator</b>														
<b>Performance Indicator 1.</b>														
1.1														
1.2														
1.3														
<b>Performance Indicator 2.</b>														
2.1														
2.2														
2.3														
<b>C. General Administration and Support (GAS)</b>														
<b>Performance Indicator 1.</b>														
1.1														
1.2														
1.3														
<b>Performance Indicator 2.</b>														
2.1														
2.2														
2.3														
<b>FINAL AVERAGE RATING</b>														

Discussed with:	Assessed By:	Final Rating by:
	I certify that I discussed my assessment of the performance with the employee.	
Employee Name/Date	Rater/Date	Department Manager/Date

Legend: 1 - Quantity, 2 - Efficiency, 3 - Timeliness

**ANNEX D.1: INDIVIDUAL PERFORMANCE AND COMMITMENT (IPCR) SAMPLE FORM**

	Republika ng Pilipinas PANGASIWAAN NG TUBIG AT ALKANTARILYA SA METRO MANILA METROPOLITAN WATERWORKS & SEWERAGE SYSTEM	<b>INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) MFO-BASED PERFORMANCE</b>	Rating Period  January - June 2013										
I, <u>CECILLE V. BAUTISTA</u> of the OFFICE OF THE ADMINISTRATOR, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period 22 October to 31 December, 2012. Ratee Name/Signature: <u>CECILLE V. BAUTISTA</u>													
MFOs AND PERFORMANCE INDICATORS	DEPARTMENT FY2012 BUDGET	INDIVIDUAL FY2012 ACTUAL ACCOMPLISHMENT	INDIVIDUAL FY2012 TARGET	RESPONSIBLE DIVISION/ INDIVIDUAL(S)	RATING				Quarterly Updates (Encircle one)				
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	Ave	Q1	Q2	Q3	Q4	
<b>A. Major Final Outputs (MFOs)/Operations</b>													
<b>B. Support to Operations (STO) / Office of the Administrator</b>													
<b>Performance Indicator 1. Communications Strategy established in MWSS</b>													
1.1 Submit the justification for the hiring of internal and external communications consultant to the Board of Trustees and the GCG		100%	100%	CVBautista						Board approval secured on 12 January. GCG authority to hire obtained 2 February			
<b>Performance Indicator 2. Initiate 2013 Strategic Planning Process</b>													
2.1 Create a Strategic Planning calendar and framework		100%	100%	S Sta Maria						Calendar finalized and updated from time to time			
2.2 Organize the 1st General Assembly for 2012 accomplishments and 2013 General Directions		100%	100%	CV Bautista/S Sta Maria						Series of workshops conducted for employees to harmonize milestones and accomplishments and prepare MFOs for 2013			
2.3 Prepare the Administrator's Corporate direction for 2013 for discussion in the year end Strategic Planning Meeting		100%	100%	S Sta Maria									
<b>Performance Indicator 3. Update the MWSS MFOs for 2013</b>													
3.1 Review and validation of 2012 MFOs			100%	CVBautista									
<b>C. General Administration and Support (GAS)</b>													
<b>Performance Indicator 1. Adoption of a Strategic Performance Management System</b>													
1.1 Conduct SPMS workshops			100%	CVBautista						Series of workshops conducted for employees to orient them of CSC and GCG policies			
1.2 Conduct Competency workshops			100%	CVBautista						Result of competency workshop was the identification of group/functional competency and core competencies per position classification group			
1.3 Develop and finalize SPMS guidelines			100%	CVBautista						Proposed policy guidelines passed several levels of review. Guidelines ready for submission to CSC			
<b>FINAL AVERAGE RATING</b>													
Discussed with:		Assessed By:						Final Rating by:					
		I certify that I discussed my assessment of the performance with the employee.											
Employee Name/Date		Rater/Date						Department Manager/Date					