



Republic of the Philippines

ALICIA WATER DISTRICT

a government-owned and controlled corporation
Municipal Compound, Quezon St,
Brgy. Magsaysay Alicia, Isabela 3306
Tel/Fax No. (078) 323- 0055
Website: aliciawd.com

Performance Management System

Guidelines and process in determining and evaluating the performance of officials and employee

INTRODUCTION:

With the implementation of the Strategic Performance Management System (SPMS), the Alicia Water District formulates the herein policy guidelines in the implementation of the equal opportunity principle in the area of performance management. Through these guidelines, the agency will be assured of the proper target setting and the accomplishment of the same.

COVERAGE:

The program shall be applicable to all career and non-career employees in the agency in the performance evaluation every semester from January to June and July to December of every year.

OBJECTIVE:

The purpose of this policy is to ensure that all officials and employees will have a fair assessment of their accomplishment and the appropriate Learning and Development intervention/s needed to be given for those employees who are not meeting their target.

LEGAL BASIS:

1. CSC Memorandum Circular No. 6, s. 2012
2. Administrative Order No. 25, s. 2011 (Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems)

DECLARED GUIDELINES:

1. The HR Department in coordination with the head of office and Supervisor shall formulate a clear performance objective through the Office Performance Commitment and Review (OPCR).
2. There must be an agreement between staff and supervisors in coming up with the division/section performance measurement standards.
3. A timely feedback and coaching activities shall be given to employees whose performance output is below par.

We do not just lay pipes; we help build lives.



Republic of the Philippines

ALICIA WATER DISTRICT

a government-owned and controlled corporation
Municipal Compound, Quezon St,
Brgy. Magsaysay Alicia, Isabela 3306
Tel/Fax No. (078) 323- 0055
Website: aliciawd.com

4. There must be a provision to adjust work assignment and/or performance indicator in view of employee welfare concerns.
5. Come up with a mechanism to guide and resolve disagreement between supervisor and staff during target setting and performance evaluation.
6. The supervisor must recommend a clear competency- based learning and development needs for staff who fails to meet his/her performance target.
7. There will be a Peer evaluation among staff and supervisors.
8. The HR Department shall be furnished with all the monitoring reports of accomplishments of the different departments/offices as basis in the validation of accomplishments.
9. A policy shall be in place to ensure that female employees who are on maternity leave and other gender- related leave will not be discriminated in the performance assessment.
10. A gender- sensitive mechanism shall be established to ensure objectivity and transparency in assessment results.
11. A policy that prevents sexual harassment (SH) in the workplace shall be strengthened.
12. Anti-sexual harassment policy and guidelines shall be Known and understood by employees.
13. Revisit the operational of the grievance machinery in the agency.
14. Work with the management to come up with a safe working environment for women, men and people with disabilities.
15. Practice to health and safety standards.

COMMITMENT:

The HR Department with the help of Division head shall be responsible in the implementation of the performance standards in the agency and be guided with the above mentioned guidelines.

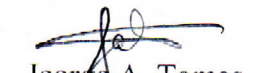
EFFECTIVITY:

The new performance management system shall be used as basis for any human resource action/s and the grant of any monetary benefits to officials and employees in the agency.

Prepared by:


Danilo A. Semodio
HRMO DESIGNATE

Noted by:


George A. Tomas
GENERAL MANAGER

We do not just lay pipes; we help build lives.