Santa Maria Water District Santa Maria, Bulacan Division Performance Commitment and Review Form (DPCR)

I, JOVITA I. DALMACIO, Division Manager-Finance, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30 and July 1 to December 31, 2016.

Signature of Division	Head
Date:	

Approved by:	
Culy 1, Mg 17	
Engr. Carlos N. Santos Jr.	Date:

Head of Agency

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Unsatisfactory
- 1 Poor

MFO/ PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Budget	Division/	Actual Accomplishments		Remarks			
			Alloted Individuals		Q ¹	E ²	T ³	A ⁴	
I. ADMINISTRATIVE SERVICES	s								
Employee Competency & Skills Development	Sending of 34 SMWD employees to relevant trainings / seminars							godini do di Harasso	
Civil Service Commission (CSC) requirements subm	Appointments prepared with complete requirements submitted to CSC on the 30th day of the month of issuance	.5							
	Monthly Reports submitted to CSC on the 5th day of the following month								
Report of Monthly contributions to GSIS, HDMF and PHIC	Report of monthly contributions submitted by 5th day of the following month								
Minutes of BOD meeting prepared	Minutes of the BOD meeting prepared 5 days after the BOD Meeting								
Website development	100% website developed by June 30, 2016		A.						

	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Division/ Individuals Accountable		Rating				Remarks	
MFO/ PAP			Individuals	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	
Software improvements	100% of requested Software improvements accomplished in 5 days upon receipt								
Purchase of Goods and Services thru Public Bidding	Accurate purchase orders prepared with complete supporting documents submitted within 60 days after the request								
Purchase of Goods and Services thru alternative mode of Procurement	Purchase request completely delivered in 30 days upon receipt of request complete with the required documents	- 1							
Annual Procurement Plan	Annual Procurement Plan (APP) prepared 30 days after the budget approval								
Annual Procurement Plan	Annual Procurement Plan (APP) prepared and submitted to GPPB within the 1st month of the year (January 31)								
Procurement Monitoring Report	Submission of accurate PMR on the 14th day after the end of each semester to the GPPB (july 14 and jan 14								
Inventory of Records	Established complete inventory of records assigned to each division by June 30, 2016								
II. FINANCE SERVICES									
1. Financial Reports prepared and submitted:									
1.1 Month-end Financial Statements and other related financial Reports	Accurately prepared and submitted on the 15th day of the following month	12							
	Submitted to the Local Water Utilities Administration (LWUA) on the 20th day of the following month								
1.2 Year-end Financial Statements and other related financial Reports in accordance with the existing format	Accurately prepared and submitted to LWUA and COA Regional Office on February 14th of the following year								ê

MFO/ PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Division/		8 - 1 - 1 - 1	R	Remarks			
		Alloted Budget	Individuals Accountable	Actual Accomplishments	Q¹	E ²	T ³	A ⁴	
2. Taxes witheld filed and remitted to the Bureau of Internal Revenue									
2.1 Monthly Remittance Return- BIR Form 1601-C, 1601-E and 1600	Accurately filed and remitted every 10 th day of the following month		100						
2.2 Monthly Remittance Return-BIR Form 2551M	Accurately filed and remitted every 20 th day of the following month								
2.3 Annual Registration Form-BIR Form 0605	Accurately prepared and filed every 31st day of January								
2.4 Annual Information Return on Income Tax Witheld-BIR Form 1604CF	Accurately prepared and filed every 31st day of January								
2.5 Annual Information Return of Creditable Income Taxes Witheld- BIR Form 1604-E	Accurately prepared and filed every 1st day of March								
2.6 Certificate of Income Tax Witheld on Compenation-BIR Form 2316	Accurately prepared on the 31st day of January and filed every 28th day of February								
2.7 Annual Income Tax Return-BIR Form 1702-EX	Accurately filed every 15th day of April		La d	7,					
3. Budget Utilization recorded, controlled and monitored	100% of expenditures were recorded in the Registry of Budget Utilization. All disbursements are within the budget allocation								
4. Obligations paid	100% of obligations paid at an average of 5 working days upon receipt of request with complete supporting documents								
5. Audited Internal Transactions:									
5.1 Audit of cash	Accurate cash count conducted every end of the quarter								ń.



MFO/ PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Division/ Budget Individuals Accountable			Ra	Remarks			
			Individuals	Actual Accomplishments	Q¹	E ²	T ³	A ⁴	
5.2 Audit of billing, collections, deposits and payables	Accurately audited on the 10th day of the following month								
5.3 Audit of inventory	Accurately prepared report of physical count conducted semi-annually 15 days upon receipt of inventory report from the General Services Division								
III. CUSTOMER ACCOUNTS S	ERVICES								
Service Connections Billed	Total billed service connections increased to 25,819								
	Total water sales increased to P 91,440,457								
	Total billed water increased to 3,541,672 cu.m								
Water Bills Collected	Water bills collected increased to P 90,977,931								
Water Meter Replacement	1,570 WMRO's issued						100 mm		
					T2: 1 4		Rating		
					Final A	verage	Kating		

Final Rating by:	
Position:	
Date:	

Legend: 1 - Quantity

2 - Quality / Efficiency

3 - Timeliness

4 - Average

