

MFO/ PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					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								
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								
	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								

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2. Taxes withheld 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								
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 Withheld-BIR Form 1604CF	Accurately prepared and filed every 31st day of January								
2.5 Annual Information Return of Creditable Income Taxes Withheld-BIR Form 1604-E	Accurately prepared and filed every 1st day of March								
2.6 Certificate of Income Tax Withheld 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								
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								

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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 SERVICES									
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								
					Total Rating				
					Final Average Rating				

Final Rating by:
Position:
Date:

Legend: 1 - Quantity 2 - Quality / Efficiency 3 - Timeliness 4 - Average