

DIPOLOG CITY WATER DISTRICT

SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING PERFORMANCE-BASED BONUS (PBB) FOR FY 2022

This guidelines shall be called the System of Ranking of Delivery Units for the Purpose of Granting the Performance Based-Bonus (PBB) to the Officials and Employees of the Dipolog City Water District (DCWD) for FY 2021

I. COVERAGE

The Performance Based Bonus shall cover all officers and employees of Dipolog City Water Districts holding regular plantilla positions.

II. IDENTIFICATION OF DELIVERY UNITS

There shall be sixteen (16) Delivery Units identified as follows

1. OFFICE OF THE GENERAL MANAGER
2. CASHIERING
3. ACCOUNTING
4. BUDGETTING
5. WAREHOUSING
6. PROCUREMENT
7. HUMAN RESOURCE
8. OFFICE BUILDING MAINTENANCE
9. SECURITY SERVICES UNIT
10. FIELD INVESTIGATION
11. CUSTOMER SERVICES
12. COLLECTION & TELLERING
13. BILLING & METERING
14. METER CALIBRATION
15. PIPELINES MAINTENANCE
16. PROJECT, PLANNING , DESIGN & CONSTRUCTION
17. WATER RESOURCES

Except for the General Manager, the following are the specific personnel identified under each of the above-cited Delivery Units, viz:

1. OFFICE OF THE GENERAL MANAGER

Cherry Lyn Dela Peña - Sr. Internal Control Officer B
 Felipe F. Fullon, Jr. - Internal Control Asst. A
 Lheolyne B. Mandigal - Administration Serv. Asst. C
 Charmaine M. Opendo - Clerk Processor B
 Jerome V. Montano - Plant/Substation Helper C (Designated GM's Driver)
 Ian D. Wate- Plant Equipment Optr E. (Designated IT)

ADMINISTRATIVE & FINANCE SERVICES DEPARTMENT

Gracella B. Paluca - Department Manager

FINANCE SERVICES DIVISION

Janet R. Nadala - Division Manager

2. CASHIERING UNIT

Nabella G. Manrquez - Cashier B
Amabell D. Junio - Accounting Processor A

3. ACCOUNTING UNIT

Colleen Phyllis G. Barabad - Sr. Accounting Processor B
Jhon Mark D. Egay - Accounting Processor A
Keen Mark Y. Simbajon - Clerk Processor B

4. BUDGETTING UNIT

Gail Claire Antoinette R. Enero - Corporate Budget Examiner

ADMINISTRATIVE & GENERAL SERVICES DIVISION

Ma. Genelyn O Empeynado-Division Manager

5. WAREHOUSING UNIT

Delfin C. Limbaring - Storekeeper A
Ariel E. Fetalver - Toolkeeper

6. PROCUREMENT UNIT

Richard B. Dagpin- Procurement Assistant B

7. HUMAN RESOURCE UNIT

Johania A. Casidar - Clerk-Processor B

8. OFFICE BUILDING MAINTENANCE UNIT

Samuel V. Cabrera - Utility Worker B

9. SECURITY SERVICES UNIT

Van Joseph T. Abello - Industrial Security Guard B

COMMERCIAL SERVICES DEPARTMENT

Nursiva S. Tome - Department Manager (OIC)

CUSTOMER SERVICES DIVISION

Jade N. Gonzales - Division Manager

10. FIELD INVESTIGATION UNIT

Elcid L. Olmoguez - Sr. Customer Service Officer
Eliazar S. Mendosa - Water Maintenance Man C
Joselito V. Duterte - Plumber

11. CUSTOMER SERVICES UNIT

Bea Feliz Y. Pinsoy - Customer Serv. Asst. B
Donnabel D. Patangan - Customer Serv. Asst. B
Rosan Hope B. Ualat- Customer Serv. Asst. C

ACCOUNTS MANAGEMENT DIVISION

Nursiva S. Tome - Division Manager

12. COLLECTION & TELLERING UNIT

Annie Gail Mentolaroc - Customer Serv. Asst. D
Sarah B. Tangcalagan - Customer Serv. Asst. D
Mark Marben S. Duhaylungsod - Customer Serv. Asst, E
Jergens A. Manabit - Customer Serv. Asst. E

13. BILLING & METERING UNIT

Leodenson M. Martin - Customer Serv. Asst. A
Elmer I. Jatico - Customer Serv. Asst. A
Mark Angelo O. Madera - Customer Serv. Asst. D
Macpromil C. Cañezzo - Customer Serv. Asst. D.

14. METER CALIBRATION UNIT
Cyril JC P. Bongcasan - Instrument Technician B

ENGINEERING & OPERATIONS DEPARTMENT

15. MAINTENANCE UNIT

Engr. Felix Z. Cavan III - Water/Sewerage Maintenance General Foreman (Officer-In-Charge)
 Joephel Rey B. Sendil -Sr. Water/Sewerage Maintenance Man B
 Ronald Q. Galeza-Water/Sewerage Maintenance Man A
 Roy M. Acopiado - Water/Sewerage Maintenance Man C
 Elmar A. Galinato - Water/Sewerage Maintenance Man C
 Modesto C. Tabada , Jr.- Water/Sewerage Maintenance Man C
 Ellaquim E. Rosales - Plumber C
 Joselito A. Gadrinab - Plumber C

16. PLANNING, DESIGN & CONSTRUCTION UNIT

Engr. Kris Jeffrey J. Daymiel - Supervising Engineer B (Officer-In-Charge)
 Themestocles S. Maglangit, Jr. - Heavy Equipment Operator
 Filipisneri A. Piala - Senior Auto-Mechanic
 Tito P. Badiang - Welder B
 Moises A. Galaura - Light Equipment Operator
 Josie P. Maghinay - Plant/Substation Helper C
 Roel B. Mutia - Plant/Substation Helper C
 Ricky T. Maghinay - Plant/Substation Helper C
 Reyen S. Agan- Plant/Substation Helper C
 Rudy B. Fernandez - Water/Sewerage Maintenance Man A

17. WATER RESOURCES UNIT

Engr. Cipriano C. Padogdog - Supervising Engineer A (Officer in Charge)
 Marlou B. Magallanes - Water Resources Facilities Operator Foreman
 Charmaine T. Piala - Chemist B
 Romer A. Navarro - Water Resources Facilities Operator B
 Melchor P. Dominguez - Water Resources Facilities Operator B
 Victor M. Acopiado - Water Resources Facilities Operator B
 Marcelo S. Harayo - Water Resources Facilities Tender B
 Alver L. Hibaya - Water Resources Facilities Tender B
 Crispin B. Anotado - Water Resources Facilities Tender B
 Reynaldo M. Cuenca - Water Resources Facilities Tender B

III Eligibility to the PBB

The office shall be eligible for the Performance Based Bonus (PBB) if the conditions set under Section 3.0. Eligibility Criteria, of MC No. 2022-01 dated March 24, 2022 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems are fully complied with.

IV Eligibility of Delivery Units & Individuals

All regular employees are entitled to receive the Performance Based Bonus based on conditions set under section 6.0. Eligibility of Delivery Units & Individuals, of MC No. 2022-01 dated March 24, 2022 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems

VI Rates of the Performance Based Bonus (PBB)

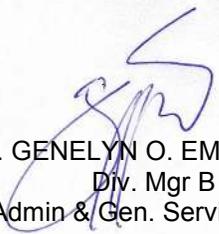
The rates of the PBB shall be based under Section 7.0, Rates of PBB, of MC No. 2022-01 dated March 24, 2022 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems.

VII SUBMISSION OF REPORTS

The office should upload a copy of this guidelines at the agency's website before the required deadline.

VIII Grievance

The Performance Management Team (PMT) shall act as the final arbiter for issues regarding performance rating of individual employees



MA. GENELYN O. EMPEYNADO
Div. Mgr B
Admin & Gen. Services Div.



GRACELLA B. PALUCA
Dept. Manager
Admin & Finance Serv. Dept



RUEL D. TABADA
General Manager

