



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON NOVEMBER 29, 2021 AT 10 AM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor & Presiding Officer	Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. RUSMAR IAN D. TIJING		Present
HON. LUIS J. SUMALPONG		On Leave
HON. JONAS M. TRIAS		On Leave
HON. NARCISO N. CASIPONG		Present
HON. ROLANDO B. ABRASALDO		Present
HON. FELIPE O. SANTIAGO, JR.		Present
HON. SEVERINO SALVADOR M. CAPULSO	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	On Leave

RESOLUTION NO. 735

“1st Endorsement dated November 29, 2021 of the Honorable Mayor Pryde Henry A. Teves, endorsing to this August Body Resolution No. 2021-02, Re: “Recommending the Grant of Productivity Enhancement Incentive (PEI) and Exemplary Services Incentive (ESI) and Amending the Specific Provisions of the Implementing Guidelines on the Grant of Exemplary Services Incentives for Fiscal Year 2020 and every year thereafter.”

“On motion of Honorable Councilor Lim and duly seconded by Honorable Councilor Santiago, the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance:

ORDINANCE NO. 43-A

AN ORDINANCE FURTHER AMENDING SECTION 8 OF ORDINANCE NO. 45, SERIES OF 2019, OTHERWISE KNOWN AS “AN ORDINANCE AUTHORIZING THE GRANT AND PRESCRIBING THE GUIDELINES OF THE EXEMPLARY SERVICES INCENTIVE FOR FISCAL YEAR 2019 AND EVERY YEAR THEREAFTER AND PROVIDING FUNDS THEREOF”

Be it ordained that:

Section 1. Ordinance No. 45, series of 2019, otherwise known as “AN ORDINANCE AUTHORIZING THE GRANT AND PRESCRIBING THE GUIDELINES OF THE EXEMPLARY SERVICES INCENTIVE FOR FISCAL YEAR 2019 AND EVERY YEAR THEREAFTER AND PROVIDING FUNDS THEREOF” is hereby further amended specifically Section 8 thereof, to wit:

“Section 8. Ranking of Individual Employee:

Employees eligible to Exemplary Services Incentive shall be ranked by the department head, as follows, on the basis of the criteria below:

Ranking	Performance Category
Top 30%	Best Employees
Next 50%	Better Employees
Next 20%	Good Employees

CRITERIA:

1. (70%) – Actual Accomplishment of IPCR Targets of the last 2 semesters preceding the grant of ESI (July-December of preceding year/January-June of current year
2. (20%) – Peer rating which is now broken down as follows:
 - a. 10% - Section Head Rating. This is the rating to be given by the direct supervisor amongst personnel under his/her section of if the employee is a section head himself, he shall be rated by his fellow supervisor of that department using the following criteria:
 - a) Efficiency on delivering targets (25 pts)
 - b) Attitude towards colleagues; being a team-player (25 pts)
 - c) Initiative, innovativeness and resourcefulness (25 pts)
 - d) Professionalism in the delivery of service (25 pts)
 - b. 10% - Peer Rating. This shall be conducted amongst all members section-wide or department-wide depending on the size of the department as classified under item 3 using the following criteria:
 - a) Responsiveness to needs of clients (25 pts)
 - b) Customer-friendliness to other employees (25 pts)
 - c) Professionalism in the delivery of service (25 pts)
 - d) Time and Cost-consciousness (25 pts)

For a more objective assessment of the employees based on the criteria provided above, a numeric rating shall be used at an increment of five (5) as follows:

- Strongly Agree - 25
- Agree – 20
- Neither Disagree nor Agree – 15
- Disagree – 10
- Strongly Disagree – 5

3. LGU departments shall be classified as follows to determine whether to use the section or department-wide 10% peer rating:
 - Large departments (Office of the City Agriculture, Office of the City Environment and Natural Resources, General Services Office, Office of the City Engineer, Office of the City Public Safety, Office of the City Mayor, Office of the City Administrator, Office of the City Treasurer, Office of the City Health Officer, Office of the City Veterinarian Office of the Vice Mayor/Office of the Sangguniang Panlungsod)
 - Small departments (Office of the City Planning and Development Officer, Office of the City Budget Officer, Office of the City Assessor, Office of the City Accountant, Office of the Local Civil Registry, Office of the Human Resource Management, Office of the City Legal Officer, Office of the City Social Welfare and Development Officer, Office of the City Cooperative Manpower and Development Officer)

Large departments, as identified, shall conduct the assessment section-wide to ensure fair and equitable ranking amongst colleague of the same section;

Small departments, however, based on the premise that they are able to mingle and interact to all members of the same department daily, assessment shall be done departmentwide.

Illustration table as to how assessment must be done using the classification of the departments.

Criteria	Large Department	Small Department
70% Actual Accomplishment	Individual Rating based on IPCR/SPCR	
20% Peer Ranking	10% Section Head Rating	Section Head rates personnel under his/her supervision
	10% Peer Rating	Section-wide Department-wide
10% Department Head Rating	Department head rates all personnel under the department	

Section 2. This ordinance shall take effect after the approval of the Local Chief Executive.


1-5-25

“Enacted.”

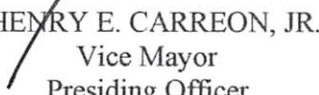
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I hereby certify to the correctness of the foregoing resolution.


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JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:


HENRY E. CARREON, JR.
Vice Mayor
Presiding Officer

APPROVED:


PRYDE HENRY A. TEVES
Mayor

Date: 07 DEC 2021

Copy for:

- The Honorable Provincial Board, Dumaguete City