



PERFORMANCE PLAN

For

Miss. NK Sibobi



Ukhlebezwe Local Municipality

Budget and Treasury Office

01 July 2018 to 30 June 2019



RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

Period Under Review	
Surname	Sibobi
Name	Nandipha Khanyisile
Municipality	Ubuhlebezwe Municipality
Department	Budget and Treasury Office
Race	African
Gender	Female
Employee Number	0467
Date Of Appointment	02 October 2017
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2018/2019	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE	
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OUTCOME 9						DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT										
NATIONAL KPA						MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT										
BTO01	To improve performance and functioning of the municipality	Submission of Performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within 5 working days	3	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report	
BTO02	To improve performance and functioning of the municipality	Submission of the updated risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM within 5 working days	3	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report	
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES										
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT										
BTO03	To practice sound financial management principles	Bid processing turnaround time	Turnaround time for bid processing not more than specified timeframes (bids R200000+ to be finalised)	3	Turnaround time	90 Days turnaround time for the bids R200000+ to be finalised from the closing date of the tender	90 Days turnaround time for the bids R200000+ to be finalised from the closing date of the tender	90 Days turnaround time for the bids R200000+ to be finalised from the closing date of the tender	90 Days turnaround time for the bids R200000+ to be finalised from the closing date of the tender	90 Days turnaround time for the bids R200000+ to be finalised from the closing date of the tender					adverts, requisitions & appointment letters or orders	
BTO04			Turnaround time for bid processing not more than specified timeframes (bids 30000 to R199999)	3	Turnaround time	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender	14 days turnaround time for bids 30000 to R199999 from the closing date of the tender					
BTO05			Turnaround time for bid processing not more than specified timeframes (quotations less than R30000)	3	Turnaround time	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation	6 days turnaround time for quotations less than R30000 from the closing date of the quotation				



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Updating and approval of the indigent register	Date by which indigent register is updated and approved	3	Date	Update and approve Indigent register by 30-Jun-19	n/a	n/a	n/a	Update and approve Indigent register by 30-Jun-19					Updated indigent register
OUTCOME 9						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM									
NATIONAL KPA						GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
BTO07	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Number of departmental meetings held by 30-Jun-19	3	Number	Holding of 4 departmental meetings by 30-Jun-19	Holding of 1 departmental meeting by 30-Sep-18	Holding of 1 departmental meeting by 31-Dec-18	Holding of 1 departmental meeting by 31-Mar-19	Holding of 1 departmental meetings by 30-Jun-19					Signed attendance register & signed minutes
BTO08	To promote accountability to the citizens of Ubuhlebezwe	Attending IDP public participation meetings	Number of IDP public participation meetings attended by 30-Apr-19	3	Number	4 IDP public participation meetings attended (2 Clustered and 2 Ratepayers) by 30-Apr-19	n/a	2 IDP public participation meeting attended (1 Clustered and 1 Ratepayers) by 30-Nov-18	n/a	2 IDP public participation meeting attended (1 Clustered and 1 Ratepayers) by 30-Apr-19					Signed attendance register
BTO09	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-19	3	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings) by 30-Jun-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-19	Attend 1 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-19					Signed attendance register and signed minutes
BTO10	To improve the performance and functioning of the municipality	attending of risk management committee meetings	Number of risk management committee meetings attended by 30-Jun-19	3	number	Attend 4 risk management committee meetings by 30-Jun-19	1 risk management committee meeting attended by 30-sep-18	1 risk management committee meeting attended by 31-Dec-18	1 risk management committee meeting attended by 31-Mar-19	1 risk management committee meeting attended by 30-Jun-19					Signed minutes and signed attendance register
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
BTO11	To practice sound financial management principles	Tabling of the 2019/2020 draft annual budget	Date by which the 2019/2020 Draft annual budget is tabled to council for approval	3	Date	Tabling of 2019/2020 Draft annual budget to council for approval by the 31-Mar-19	n/a	n/a	Tabling of 2019/2020 Draft annual budget to council for approval by the 31-Mar-19	n/a					Signed council minutes and resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO12	To practice sound financial management principles	Submission of the 2019/2020 draft annual budget to PT & NT	Date by which the 2019/2020 Draft Annual Budget is submitted to PT & NT after approval by Council	3	Date	Submission of 2019/2020 Draft Annual Budget to PT & NT after approval by Council (03-Apr-19)	n/a	n/a	n/a	Submission of Draft Annual Budget for 2019/2020 to PT & NT after approval by Council (03-Apr-19)					Proof of submission
BTO13	To practice sound financial management principles	Tabling of section 71 reports to finance portfolio committee	Number of section 71 reports' tabled to finance portfolio committee by 30-Jun-19	3	Number	Tabling of 12 section 71 reports' to finance portfolio committee by 30-Jun-19	Tabling of 3 section 71 reports' to finance portfolio committee by 30-Sep-18	Tabling of 3 section 71 reports' to finance portfolio committee by 31-Dec-18	Tabling of 3 section 71 reports' to finance portfolio committee by 31-Mar-19	Tabling of 3 section 71 reports' to finance portfolio committee by 30-Jun-19					Signed portfolio minutes and section 71 reports
BTO14	To practice sound financial management principles	Tabling of Debt management reports to finance portfolio committee	Number of debt management reports tabled to finance portfolio committee		Number	Tabling of 12 Debt management reports to finance portfolio committee by 30-Jun-19	Tabling of 3 Debt management reports to finance portfolio committee by 30-Sep-18	Tabling of 3 Debt management reports to finance portfolio committee by 31-Dec-18	Tabling of 3 Debt management reports to finance portfolio committee by 31-Mar-19	Tabling of 3 Debt management reports to finance portfolio committee by 30-Jun-19					Signed portfolio minutes
BTO15	To practice sound financial management principles	Paying service providers within 30 days	Turnaround time for paying service providers.	3	Turnaround time	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices					Invoices, proof of payments and creditors reconciliation statement
BTO16	To practice sound financial management principles	Reviewal of monthly reconciliations of assets	Number of asset management reconciliations, updated asset register and a list of all insured assets reviewed by 30-Jun-19	3	Number	Review 12 asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-19	Review 3 asset management reconciliations, updated asset register and a list of all insured assets by 30-Sep-18	Review 3 asset management reconciliations, updated asset register and a list of all insured assets by 31-Dec-18	Review 3 asset management reconciliations, updated asset register and a list of all insured assets by 31-Mar-19	Review 3 asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-19					Updated assets register and a list of all insured assets and signed reconciliations
BTO17	To practice sound financial management principles	Reviewal of newly barcoded assets	Date by which newly barcoded assets are reviewed	3	date	Review a list of newly barcoded assets by 30-June-19	n/a	n/a	n/a	Review a list of newly barcoded assets by 30-June-19					Reviewed list of newly barcoded assets
BTO18	To practice sound financial management principles	Adoption of Budget and Treasury policy	Date by which the Budget and Treasury policy is adopted	3	date	Adoption of Budget and Treasury policies by 30-Jun-19	n/a	n/a	n/a	Adoption of Budget and Treasury policies by 30-Jun-19					Council resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO19	To practice sound financial management principles	Reviewal and signing of Asset Verification plan	Date by which Asset Verification plan is reviewed and signed	3	date	Reviewal and signing of Asset Verification plan by 30-April-19	n/a	n/a	n/a	Reviewal and signing of Asset Verification plan by 30-April-19					Signed asset verification plan
BTO20	To practice sound financial management principles	Reviewal and signing of Asset Verification report	Date by which Asset Verification report is reviewed and signed	3	Date	Reviewal and signing of Asset Verification Report by 31-May-19	n/a	n/a	n/a	Reviewal and signing of Asset Verification Report by 31-May-19					Signed asset verification report
BTO21	To practice sound financial management principles	Reviewal and submission of annual disposal report	Date by which annual disposal report is approved	3	Date	Review and approve annual disposal report by 30-Jun-19	n/a	n/a	n/a	Review and approve annual disposal report by 30-Jun-19					Annual disposal report
BTO22	To practice sound financial management principles	Approval of capital commitments register	Date by which capital commitment register is approved	3	Date	Approve capital commitment register by 30-Jun-19	n/a	n/a	n/a	Approve capital commitment register by 30-Jun-19					Capital commitment register
BTO23	To practice sound financial management principles	Approval of capital and operational grants reconciliations	Number of approved operational capital grants reconciliations by 30-Jun-19	3	Number	Approve 12 operational and capital grants reconciliations by 30-Jun-19	Approve 3 operational and capital grants reconciliations by 30-Sept-18	Approve 3 operational and capital grants reconciliations by 31-Dec-18	Approve 3 operational and capital grants reconciliations by 31-Mar-19	Approve 3 operational and capital grants reconciliations by 30-Jun-19					Monthly operational and capital grants reconciliations
BTO24	To practice sound financial management principles	Approval of retention registers	Number of approved retention registers by 30-Jun-19	3	number	Approve 12 retention registers by 30-Jun-19	Approve 3 retention registers by 30-Sept-18	Approve 3 retention registers by 31-Dec-18	Approve 3 retention registers by 31-Mar-19	Approve 3 retention registers by 30-Jun-19					Monthly retention register
BTO25	To practice sound financial management principles	Reviewal and approval of conditional assessment report	Date by which 2018/19 conditional assessment report is reviewed and approve	3	Date	Review and approve 2018/19 conditional assessment report by 30-Jun-19	n/a	n/a	n/a	Review and approve 2018/19 conditional assessment report by 30-Jun-19					Conditional assessment report
BTO26	To practice sound financial management principles	Adoption of the Final 2019/20 annual budget	Date by which 2019/20 Final budget is adopted by Council	3	Date	2019/20 final annual budget adopted by Council (31-May-19)	n/a	n/a	n/a	2019/20 final annual budget adopted by Council (31-May-19)					Council signed minutes & council resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO27	To practice sound financial management principles	Submission of the 2019/20 final budget to NT & PT	Turnaround time for submission of 2019/20 adopted Final Budget to NT & PT after Council adoption	3	Turnaround Time	Submission of 2019/20 adopted Final Budget to NT & PT within 10 days of Council adoption	n/a	n/a	n/a	Submission of 2019/20 adopted Final Budget to NT & PT within 10 days of Council adoption					Proof of submission
BTO28	To practice sound financial management principles	Adoption of the 2018/19 adjustments budget	Date by which 2018/19 Adjustments budget is Adopted	3	Date	Adopt 2018/19 Adjustments budget by 28-Feb-19	n/a	n/a	Adopt 2018/19 Adjustments budget by 28-Feb-19	n/a					Council resolution
BTO29	To practice sound financial management principles	Submission of the 2018/19 adjustments budget to NT & PT	Turnaround time for submission of 2018/19 adjustments budget to NT & PT after the adoption	3	Turnaround Time	Submission of Adjustments Budget for 2018/19 to NT & PT within 10 days after adoption	n/a	n/a	Submission of Adjustments Budget for 2018/19 to NT & PT within 10 days after adoption	n/a					Proof of submission
BTO30	To practice sound financial management principles	Submission of the AFS to AG	Date by which 2017/18 Annual financial statements (with annual report) is Submitted to AG	3	Date	Submit 2017/18 Annual financial statements (with annual report) to AG by 31-Aug-18	Submit 2017/18 Annual financial statements (with annual report) to AG by 31-Aug-18	n/a	n/a	n/a					Proof of submission
BTO31	To practice sound financial management principles	Tabling of the 2018/19 Mid-Term budget	Date by which 2018/19 Mid-Term budget review is tabled to Council – section 72	3	Date	Tabling of 2018/19 Mid-Term budget review to Council– section 72 by 25-Jan-19	n/a	n/a	Tabling of 2018/19 Mid-Term budget review to Council– section 72 by 25-Jan-19	n/a					Council resolution
BTO32	To improve the performance and functioning of the municipality	Submission of the 2018/19 Mid-Term budget to NT & PT	Date by which 2018/19 Mid-Term budget review is Submitted to NT& PT	3	Date	Submission of the 2018/19 Mid-Term budget review to NT& PT by 25-Jan-19	n/a	n/a	Submission of the 2018/19 Mid-Term budget review to NT& PT by 25-Jan-19	n/a					Proof of submission
BTO33	To practice sound financial management principles	Development and adoption of the annual procurement plan	Date by which Annual procurement plan is developed and adopted	3	Date	Develop and adopt an Annual procurement plan by 31-May-19	n/a	n/a	n/a	Develop and adopt an Annual procurement plan by 31-May-19					Council resolution
BTO34	To practice sound financial management principles	Current debtors not above 40% of the total debtors	Percentage of current debt over total debt by 30-Jun-19	3	Percentage	Current Debtors not above 40% of the total debtors by 30-Jun-19 (% of	Current Debtors not more than 20% of the total debtors by 30-Sep-18	Current Debtors not more than 30% of the total debtors by 31-Dec-18	Current Debtors not more than 35% of the total debtors by 31-Mar-19	Current Debtors not above 40% of the total debtors by 30-Jun-19					Summary Debtor age analysis report and calculations



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
						current debt over total debt)									
BTO35	To practice sound financial management principles	Approval of Bank Reconciliations	Date by which Bank reconciliations are approved	3	Date	Approval of bank reconciliations by the 10th of each month	Approval of bank reconciliations by the 10th of each month	Approval of bank reconciliations by the 10th of each month	Approval of bank reconciliations by the 10th of each month	Approval of bank reconciliations by the 10th of each month					Bank reconciliations
BTO36	To practice sound financial management principles	Approval of Interim Annual Financial Statements	Date by which Interim Annual Financial Statements(AFS) are approved	3	Date	Approval of the Interim AFS by 28-Feb-19	n/a	n/a	Approval of the Interim AFS by 28-Feb-19	n/a					Interim Annual Financial Statements
BTO37	To practice sound financial management principles	Approval of VAT Reconciliations	Date by which VAT Reconciliations are approved	3	Date	Approval of 3 VAT Reconciliations by the 10th of each month	Approval of 3 VAT Reconciliations by the 10th of each month	Approval of 3 VAT Reconciliations by the 10th of each month	Approval of 3 VAT Reconciliations by the 10th of each month	Approval of 3 VAT Reconciliations by the 10th of each month					VAT Reconciliations
BTO38	To practice sound financial management principles	Financial viability in terms of ratios	(Financial viability in terms of cost coverage ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	3	Ratio	(Financial viability in terms of cost coverage at 7:1 ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	7:1	7:1	7:1	7:1					Detailed Calculation
BTO39	To improve the performance and functioning of the municipality	Submission of Finance portfolio committee items	Turnaround time for submission of Finance portfolio committee items to Corporate Services after receiving circular.	3	Turnaround time	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular					Proof of submission and circular
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						CROSS CUTTING INTERTEVATIONS									



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO40	To improve the performance and functioning of the municipality	Submission of the back to basics template to the office of the Municipal Manager	Turnaround time for submission of monthly back to basics template to Office of the Municipal Manager after receiving template	3	Turnaround time	submit the required information at a monthly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a monthly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a monthly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a monthly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a monthly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager					Proof of receipt of template, Proof of submission and signed attendance register
BTO41	To improve the performance and functioning of the municipality	Submission of the back to basics template to the office of the Municipal Manager	Turnaround time for submission of quarterly back to basics template to the office of the Municipal Manager after receiving template	3	Turnaround time	submit the required information at a quarterly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a quarterly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a quarterly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a quarterly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager	submit the required information at a quarterly back to basics meeting within five working days after receiving the template from the office of the Municipal Manager					Proof of receipt of template, Proof of submission and signed attendance register



1. EVALUATION ON THE COMPETENCY FRAMEWORK STRUCTURE (CFS)

CFS's are based on the thirteen core competencies - every Manager should be assessed against all those CFS's that are applicable to her/his job. Compulsory CFS's for Managers are highlighted below:
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

COMPETENCY FRAMEWORK STRUCTURE (CFS)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership	10			
2. People Management	10			
3. <i>Programme and Project Management</i>	10			
4. Financial Management	30			
5. Change Leadership	10			
6. Service Delivery Innovation	10			
7. Governance Leadership				
CORE COMPETENCIES				
8. <i>Moral Competence</i>				
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management	10			
12. Communication				
13. Results and Quality Focus				
TOTAL	100%			

A person appointed as a senior manager must have the competencies as set out in this framework.

Focus must also be placed on the eight Batho Pele principles.



2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS



3. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CFS's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery & Infrastructure Development	10		
2. Municipal Transformation & Institutional Development	10		
3. Social & Local Economic Development	5		
4. Financial Viability & Financial Management	60		
5. Good Governance & Public Participation	5		
6. Cross Cutting Interventions	10		
Total	%		
x 80%			%



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURE OF THE EMPLOYEE:

CFO : _____

Signed in : _____ on _____ of _____ 20_____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on _____ of _____ 20_____