

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)***

CATBALOGAN WATER DISTRICT

COVERAGE

- a. All officials and employees of the Catbalogan Water Districts who occupy regular, casual or contractual positions provided they have rendered at least nine (9) months service on the year of the grant.
- b. Excluded from the grant are consultants, job orders, student laborers and apprentices and personnel found guilty of administrative and/or criminal cases related to their work.

ELIGIBILITY CRITERIA

- a. Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF);
- b. Achieve each one of the physical targets, STO and GASS indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM;
- c. Rank performance of delivery units and the personnel within these units.

GOOD GOVERNANCE CONDITIONS (GGCS)

- a. **Maintain/Update the agency Transparency Seal** – shall maintain an official website where its transparency seal shall be posted and which shall contain the following information:
 - 1) Agency's mandate and functions, names of its officials with their positions and designation, and contact information;
 - 2) Annual Financial Report;
 - 3) DBM Approved Budget and Corresponding Targets for FY 2018
 - 4) Major Projects, and Programs, Beneficiaries, and Status of Implementation for FY 2018;
 - 5) FY 2018 Annual Procurement Plan (FY 2018 APP Non-CSE), Indicate FY 2019 APP Non-CSE, and FY 2019 APP for Common-Supplies and Equipment (FY 2019 APP CSE);
 - 6) Quality Management System (QMS) Certification to ISO 9001:2015 issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members or similar standards relating to Total Quality Management (TQM);
 - 7) System of Agency Ranking Delivery Units for FY 2018;
 - 8) The Agency Review and Compliance Procedure of Statements and Financial Disclosures; and

- 9) The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry.
- b. **Post/Update the PhilGEPS posting of all invitations to Bids and awarded contracts** – Catbalogan Water District must also ensure that all invitations to bid and awarded contracts are posted in the Philippine Electronic Procurement System (PhilGEPS) website.
 - c. **Maintain/Update CWD Citizen's Charter** – information billboards which should be posted at the main entrance of offices or at the most conspicuous place and in the form of published materials written either in English, Filipino or in the local dialect the detail: a) the procedure to obtain a particular service, b) the person/s responsible for each step, c) the maximum time to conclude the process, d) the documents to be presented by customer and fees and f) the procedure for filing complaints.

Three MFOs

- a. Water Facility Service Management
 - a. Access to potable water - percentage of barangay with access to potable water against the total number of barangays within the coverage of the CWD
 - b. Reliability of service – percentage of household connections receiving 24/7 supply of water
 - c. Adequacy (Timeliness) - source capacity of CWD to meet demands for 24/7 supply
- b. Water Distribution Service Management
 - a. Quantity (NRW) – percentage of unbilled water to water production.
 - b. Quality (Potability) – average deviation from PNSDW (chlorine residual) from Jan-Dec.
 - c. Timeliness (adequacy/reliability of service) – average response time to restore service when there are interruptions based on the Citizen's Charter for approval by CSC

Support to Operations

- a. Staff Productivity Index – One staff for every one hundred service connections (1:100)
- b. Reasonableness/Affordability of water rates to consumers with access connections – Water rate for the 1st 10 cu.m. must not exceed 5% of the average income of Low Income Group (LIG)
- c. Customer Satisfaction – percentage of customer complaints acted upon against received complaints.

General Administration and Support Services

- a. Financial viability and sustainability (collection ratio, operating ratio, current ratio)
- b. Compliance with COA reporting requirements (financial reports i.e. Balance Sheet, Statement of Income and Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement, Report on Ageing of Cash Advance)
- c. Compliance with LWUA reporting requirements in accordance to content and period of submission.

ELIGIBILITY OF INDIVIDUALS

1. Agency Head

The agency head will depend on the eligibility and performance of the CWD. His PBB shall be based on the monthly basic salary as of December 31, 2018. He shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

Performance of the Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical targets due to controllable reasons	50%

2. Board of Directors

Non ex-officio Board of Directors may be eligible to a fixed PBB rate of P40,130.00 subject to the following conditions:

- a. CWD has qualified to the grant of the FY 2018 PBB.
- b. The Board Member has 90% attendance to duly called board meetings as certified by the Board Secretary
- c. The Board Member has nine (9) months aggregate service in the position; and
- d. CWD has submitted its FY 2018 Corporate Operating Budget to DBM within the set deadline.

3. Rank and File Personnel

- a. An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- b. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The PBB rates of individual employees shall depend on the performance ranking of the district based on the individual's monthly basic salary as of December 31, 2018, as follows, but not lower than ₱ 5,000.00

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

Funding Source:

- a. The Performance Bonus shall be sourced from the corporate funds.
- b. CWD is prohibited to source payment of PBB from the following:
 - a. Loans
 - b. Subsidy from the National Government for the LWD's operations; and
 - c. Sale of the Catbalogan Water District's assets for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business.

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM RATINGS

The SPMS-OPCR and ITCR of the officers and employees based on their actual performance as verified by the concerned personnel or officer shall be submitted to the Performance Management Team and shall be approved by the Agency Head and BOD Chair subject for the basis of PBB.


For the purpose of determining the ranking of the officials and employees with the same numerical values in their respective level, seniority shall be considered to break the tie.


FUNDING FOR THE PERFORMANCE BASED BONUS SYSTEM

Funding to support the grant of PBB shall be charged against the District's Corporate funds.

GRIEVANCE MECHANISM

The HRMO shall have the responsibility to handle, act on and respond to the PBB related issues and complains raised by any officer/employee.


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 Head of HR


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 General Manager

