



Republic of the Philippines
Silay City Water District
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**GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB)
FISCAL YEAR 2016**

COVERAGE:

- a. All officers and employees of the SILAY CITY Water District who occupy regular, casual or contractual positions shall be entitled to PBB provided that they have rendered at least nine (9) months service on the year of the grant.
- b. Excluded from the grant are individuals and groups of people hired without employer-employee relationships and/or whose services as engaged through consultants, job orders, student laborers and apprentices and personnel found guilty of administrative and/or criminal cases related to their work.

ELIGIBILITY OF CRITERIA:

To qualify for the PBB, all the delivery units must comply with the following criteria:

- a. Achieve at least 90% of each one of their performance targets for the delivery of Major Final Outputs (MFO), Support to Operations (STO) and General Administration and Support Services (GASS) for the year;
- b. Satisfy 100% of the good governance conditions set by the AO 25 Inter-agency Task Force for FY 2016 as follows;
 - *Maintain the Agency Transparency Seal*
 - *Compliance of Philgeps Posting*
 - *Compliance of Section 6 of RA9485 or the Anti-Red Tape Act (ARTA)*
 - *Compliance of submission and review of SALN of officials and employees*
- c. Payment of applicable taxes;
- d. Rank performance of delivery units and the personnel within these units.

MAJOR FINAL OUTPUTS

A. Water Facility Service Management

- Access to potable water - percentage of barangay with access to potable water against the total number of barangays within the coverage of the LWD
- Reliability of service – percentage of household connections receiving 24/7 supply of water
- Adequacy (Timeliness) - source capacity of LWD to meet demands for 24/7 supply

B. Water Distribution Service Management

- Quantity (NRW) – percentage of unbilled water to water production
- Quality (Potability) – average deviation from PNSDW (chlorine residual) from Jan-Dec.
- Timeliness (adequacy/reliability of service) – average response time to restore service when there are interruptions based on the Citizen's Charter approved by CSC

SUPPORT TO OPERATIONS

- Staff Productivity Index – One staff for every one hundred service connections (1:100)
- 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)
- Customer Satisfaction – percentage of customer complaints acted upon against received complaints

GENERAL ADMINISTRATION AND SUPPORT SERVICES

- Financial viability and sustainability (collection ratio, operating ratio, current ratio)
- 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)
- Compliance with LWUA reporting requirements in accordance to content and period of submission

GOOD GOVERNANCE CONDITIONS

- **Transparency Seal** – shall maintain an official website where its transparency seal shall be posted and which shall contain the following information:
 - Agency's mandate and functions, names of its officials with their positions and designation, and contact information
 - Physical accountability reports, financial accountability reports and such guidelines as may be issued by DBM
 - Approved budgets and corresponding targets immediately upon approval of this act
 - Major programs and projects categorized in accordance with the five key results areas under EO43
 - The program and projects beneficiaries as identified in the applicable special provisions
 - The status of implementation of said program/projects and project evaluation and or assessment reports
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 - The annual procurement plan (APP), contracts awarded and the name of contractors/suppliers/consultants
 - The operations manual of the water district
 - The System of ranking of delivery units
- **PhilGEPS Posting** – Silay City Water District must also ensure that all invitations to bid and awarded contracts are posted in the Philippine Electronic Procurement System (PhilGEPS) website

- **Establishment of the LWD 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.
- **Submission of SALN**
- **Payment of applicable taxes** – franchise and real property tax

RANKING OF DELIVERY UNITS

Delivery units that meet the criteria and conditions of FY 2016 Performance Targets are eligible to FY2016 PBB and shall be forced ranked according to the following categories

<u>Ranking</u>	<u>Performance Category</u>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

Note: The agency head will depend on the eligibility and performance of the Silay City Water District. His PBB shall be based on the monthly basic salary as of December 31, 2016. He shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

RATES OF FY2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00

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

RANKING OF INDIVIDUAL PERFORMANCE

- Officials and employees of eligible agencies, regular plantilla, contractual and casual having employer –employee relationship
- Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern
- Should receive a Satisfactory rating based on CSC-approved SPMS

- d. The performance ratings to reflected for all employees shall be average of performance ratings for two semesters
- e. Personnel on detail to another government agency fro six (6) or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.
- f. Personnel who transferred from one government agency to another shall be rated and ranked by agency where he/ she served the longest. If equal months served, he/she will be included in the recipient agency.
- g. Minimum of nine(9) months government service during FY 2016 will be eligible to the full grant
- h. 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 following are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on pro-rata basis

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship /Study Leave
- h. Sabbatical leave

In case of unresolved tie among individuals, the following criteria should be considered in particular order as follows:

- a. Total Number of Tardiness incurred for the two rating period
The individual with the least number of tardiness shall qualify for the group ranking while the other personnel shall qualify for the next lower group
In case there is still tie, the next criteria be considered.
- b. Total Number of Vacation /Sic Leaves availed with or without pay within the two rating periods

Not Entitled

1. Employees on vacation or sick leave, with or without pay, for entire year
2. Personnel guilty of admin and / or criminal cases and meted penalty in FY2016. If the penalty is only a reprimand, such penalty shall not cause disqualification.
3. Officials and employees who failed to submit the 2015 SALN as prescribed under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to the FY2016 PBB
4. Officials and employees who failed to liquidate Cash Advances received in 2016 within the reglementary period
5. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY2016 PBB
6. Agency head should ensure officials and employees covered by RA6713 submitted their 2015 SALN to respective SALN repository agencies and liquidated FY 2016 Cash Advances. These will be a basis for the release of FY 2016 PBB to individuals.

FUNDING SOURCE

- a. The Performance Bonus shall be sourced from the corporate funds
- b. The Silay City Water District is prohibited to source payment of the PBB from the following;
 - Loans
 - Subsidy from the National Government for the LWD's operations; and
 - Sale of the SICIWA'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 IPCR 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 subject for the basis of PBB.

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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Recommending approval:


SUSAN M. SOLIS
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Approved by:


JOSE LUIS G. LEDESMA, JR
General Manager

Date: September 26, 2016

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

GENERAL RATING SCALE


<u>NUMERICAL</u>	<u>ADJECTIVAL</u>	<u>DESCRIPTION</u>
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time technical skills and knowledge , ingenuity , creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are marked excellence
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work efficiency and timelines. The most critical annual goals were met
2	Unsatisfactory	Performance failed to meet expectations, and/or reasonable progress toward critical goals were not met.
1	Poor	Performance was consistently below expectations and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. Performance failed to meet the planned targets by 50% or below


FINAL RATING ALLOCATION

Strategic Priorities - 45%
Core Functions - 45%
Support Functions - 10%

360 Degrees Feedback (Individual Ranking according to their Work Group Category):

<i>Standard 360 Degrees Feedback</i>		
5	1	5 - Outstanding 4- Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1- Poor
4.5	2	
4	3	
3.5	4	
3	5	
2.5	6	
2	7	
1.5	8	
1	9	
0.5	10	
0.25	11	


JENEVER O. AQUINO
Ind. Relations Mgmt. Officer B
September 26, 2016


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HOW TO COMPUTE THE RATING

- During the performance review and evaluation, discussion at the end of the rating period, the PMT rates the organizational unit of its actual accomplishment vis-à-vis its target as indicated in the targets and accomplishments column of the approved OPCR.
- Each accomplishment is rated by comparing the targets against the actual job accomplishments. The Q, E and T standards earlier set are used in giving each accomplishment a numerical point rating.
- Add all the point scores under Q, E and T for each work/activity for each rater and divide by the number of entries to get their respective Average Point Scores (A). Add all the Average Point Scores to get the Total Overall rating.
- Divide the Total Overall Rating with the number of entries to get the Final Average Rating.
- Using the SPMS Rating Scale, determine the Adjectival Rating of the organizational unit
- The same method of computation shall be made in determining the performances rating of the subordinates. The average of all individual performance shall not go higher than the collective performance assessment of the office.

LEVELS OF PERFORMANCE

Each employee is rated on the basis of the levels of performances set below:

Description	Adjectival Rating	Point Score
<ul style="list-style-type: none">▪ Extraordinary level of achievement▪ Exceptional job mastery in all major areas of responsibility have demonstrated▪ Marked excellence of achievement and contributions to the organization	Outstanding(O)	5
<ul style="list-style-type: none">▪ Exceeded expectations▪ All goals, objectives and targets were achieved above standards	Very Satisfactory (VS)	4
<ul style="list-style-type: none">▪ Met expectations▪ Most critical annual goals are met.	Satisfactory (S)	3
<ul style="list-style-type: none">▪ Failed to meet expectations▪ One or more of the most critical goals were not met	Unsatisfactory (US)	2
<ul style="list-style-type: none">▪ Consistently below expectations▪ Reasonable progress toward critical goals was not made	Poor (P)	1