



**GUIDELINES ON THE SYSTEM OF RANKING DELIVERY UNITS FOR
PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2017**

PURPOSE

To establish a system to rank Silay City Water District delivery units and personnel relative to the grant of Performance Based Bonus(PBB) for fiscal year 2017.

COVERAGE

- a. All officers and employees of the SILAY CITY Water District holding regular plantilla positions, contractual and casual personnel having an employer-employee relationship and whose compensation are charged against the lump sum appropriation under Personnel Services and those occupying positions in the DBM-approved contractual staffing pattern.
- b. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from Non-Personnel Services Budgets **(a)** Consultants and experts hired to perform specific activities or services with expected outputs **(b)** Laborers hired through job contracts (pakyaw) and those paid on piecework basis, **(c)** student laborers and apprentices and **(d)** individuals and groups of people whose services are engaged through job orders, contracts of service, or other similarly situated.

ELIGIBILITY CRITERIA

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

- A. GOOD GOVERNANCE CONDITIONS(GGC'S)** : Satisfy 100% of the set by the AO 25 Inter-agency Task Force for FY 2017 as follows;
- *Maintain/update the Agency Transparency Seal pursuant to Section 93 of the FY2017 General Appropriations Act (GAA)*
 - *Compliance of Philippine Government Electronic Procurement System (Philgeps) Posting of all invitations to bid and awarded contracts pursuant to RA 9184*
 - *Compliance with the President's directive on improving all frontline services consistent with the objective of RA9485 or the Anti-Red Tape Act (ARTA)*
 - *Develop the Agency's Freedom of Information (FOI) Manual pursuant to the requirements and provisions of EO No. 2 s. 2016*
 - *Posting of the FY 2017 Annual Procurement Plan (APP)*
 - *Compliance of submission and review of SALN of officials and employees*
 - *Payment of applicable taxes;*
- B. PERFORMANCE TARGETS** : Achieve each one of the performance targets for the delivery of Major Final Outputs (MFO), Support to Operations (STO) and General Administration and Support Services (GASS) for the year;
- C.** Use the **CSC Approved Strategic Performance Management System (SPMS)** in rating the performance of First and Second Level officials and employees of the Silay City Water District .

MAJOR FINAL OUTPUTS (MFO)

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 (STO)

- Staff Productivity Index – One staff for every one hundred service connections (1:100)
- Affordability -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 (GASS)

- 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
- Compliance to COA AOM- resolve at least 30% of COA findings stated in the COA AOM issued to the agency for prior years as of December 31, 2016
- Budget Utilization Rate (BUR) – Actual Disbursement on CAPEX

GOOD GOVERNANCE CONDITIONS(GGC's)

- **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*
 - *LWUA reviewed 2017 Corporate Approved budgets duly approved by the LWD Board*
 - *Quarterly and Annual Financial Reports from FY 2013 to FY 2017*
 - *Projects, Programs and Activities, Beneficiaries and Status of Implementation for FY 2017*
 - *FY 2017 Annual Procurement Plan (APP),*
 - *The operations manual of the water district*
 - *The System of ranking of delivery units*
 - *The Freedom of Information Manual*
- **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 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.
- **Develop the Agency's Freedom of Information (FOI) Manual** pursuant to the requirements and provisions of EO No. 2 s. 2016
- **Posting of the FY 2017 Annual Procurement Plan (APP)**
- **Submission of SALN**
- **Payment of applicable taxes** – franchise and real property tax

RANKING OF DELIVERY UNITS

Delivery units that meet the criteria and conditions in Section 5.1 of the Joint Memorandum Circular of Local Water Utilities Administration and Department of Budget and Management (MC No. 014-17) are eligible to the PBB for FY2017. Delivery units eligible to the PBB shall be forced ranked according to the following categories

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

Note: The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of his/her monthly basic salary. His PBB shall be based on the monthly basic salary as of December 31, 2017. He shall not be included in the Form 1.0 Report on Agency Rating and Ranking.

RATES OF FY2017 ENHANCED PBB

The rates of the enhance PBB for each individual shall be based on the performance ranking of the delivery unit, with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit(25%)	0.575
Good Delivery Unit (65%)	0.50

ELIGIBILITY OF INDIVIDUALS

- a. Officials and employees of eligible agencies, regular plantilla, contractual and casual having employer –employee relationship
- b. Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern
- c. 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 for 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 2017 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
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 /Sick 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 FY2017. If the penalty is only a reprimand, such penalty shall not cause disqualification.
3. Officials and employees who failed to submit the 2016 SALN as prescribed under CSC Memorandum Circular No. 3 s, 2015 shall not be entitled to the FY2017 PBB
4. Officials and employees who failed to liquidate Cash Advances received in 2017 within the reglementary period
5. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY2017 PBB
6. Agency head should ensure officials and employees covered by RA6713 submitted their 2016 SALN to respective SALN repository agencies and liquidated FY 2016 Cash Advances. These will be a basis for the release of FY 2017 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

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.


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.

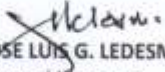
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