

GUIDELINE/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

Agency : SILAY CITY WATER DISTRICT

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 2019.

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 to the Personnel Services and as well as 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:

- I. FY 2019 **GOOD GOVERNANCE CONDITIONS(GGC'S)** : Satisfy 100% of the Good Governance Conditions(GGC's) set by the AO 25 Inter-agency Task Force for FY 2019 as follows;
 - a. **Maintain/Update the agency Transparency Seal (TS)** pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page which shall contain the following information :
 1. *Agency's mandate and functions; names of its officials with their position and designation, and contact information;*
 2. *Annual Financial Reports;*
 3. *LWUA reviewed Budget and Corresponding Targets for FY 2019*
 4. *Major Projects, and Programs, Beneficiaries, and Status of Implementation for FY 2019;*
 5. *FY 2019 Annual Procurement Plan (FY 2019 APP Non-CSE), Indicative FY 2020 APP Non-CSE, and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE*
 6. *The Operations Manual of the Water District*
 7. *System of Agency Ranking Delivery Units for FY 2019 PBB.*
 8. *The Agency Review and Compliance Procedure of Statements and Financial Disclosures*
 9. *The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; 2019 FOI Summary Report, and 2017 and 2019 FOI Registry*
 - b. **Post/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 01 to December 31, 2019, including the Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (Non-CSE items).
 - c. **Maintain/Update the Citizen's or Service Charter or its equivalent**, reflecting the agency's enhanced service standards for all its frontline services to citizens, businesses, and government agencies, consistent with the objectives of the RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

d. FY 2019 PERFORMANCE TARGETS

Achieve each one of the performance targets set by AO 25 to strengthen the performance of the delivery unit in efficiently providing public services

- a. **STREAMLINING AND PROCESS IMPROVEMENT OF THE AGENCY'S CRITICAL SERVICES** covering Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to Government (G2G) transactions as cited in the agency's Citizen's/Service Charter
- b. **CITIZEN/CLIENT SATISFACTION.** In order to determine the effectiveness of the streamlining and process improvements initiated by the water district, the satisfaction level of the citizens/clients will be measured and reported. Thus, the water district should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. It shall report the results of the Citizen/Client Satisfaction Survey for each service.
- c. **STO TARGET** adoption of operating standards and corresponding reportorial requirements based on established business policies and practices in the water utilities sector as enunciated under the Commercial Practices System (CPS), as well as present their financial statements in accordance with the accounting principles under the New Government Accounting System (NGAS) as prescribed by the Commission on Audit (COA).
- d. **GASS TARGETS.** The common GASS targets shall include the following:
 - a. **Budget Utilization Rate (BUR),** which shall consist of:
 - a. **Obligations BUR** computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2019 from all appropriation sources, including those released under the General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and
 - b. **Disbursements BUR** which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2019, net of goods and services obligated by December 31, 2019 but accounts payable and not yet due and demandable on the said date

- b. Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed in FY 2017 should also not recur. The objective is to improve agency's internal control processes, enhance operational effectiveness and eliminate resolve and remedy most if not all of the agency audit findings by the end of 2020.
- c. Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting it in the agency TS.

 - 1. **FY2019 APP-non CSE** should have been submitted to the GPPB-TSO on March 31, 2019 per Section 7.3.5 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184. The same should be posted on the agency TS page.
 - 2. To support **Early Procurement, the Indicative FY 2020 APP-non CSE** consistent with the FY 2020 National Expenditure Program (NEP) should be posted on the agency TS page not later than September 30, 2020.
- d. Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE)** to the DBM-Procurement Service on or before October 31, 2019 in the prescribed format by DBM-PS. The same should be posted in the agency TS page not later than October 31, 2019.
- e. Undertaking of Early Procurement for at least 50% of the value of goods and services** based on the water district budget submitted to the LWUA

E. OTHER CROSS-CUTTING REQUIREMENTS.

- a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 1500088. Each department/agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form. The scanned copy of the Agency SALN Review and Compliance Procedures shall be uploaded in the agency TS webpage not later than October 01, 2019.

b. Comply with the **Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PC00). Agencies should comply to the following FOI requirements within the set deadline:

1. The Updated People's FOI Manual (including new designated list of FOI Receiving Office/rs and its contact details) duly signed by the Head of the Agency and uploaded in the agency TS page on or before November 30, 2019.;
2. The FOI Reports (Agency Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) uploaded in the agency TS on or before January 30, 2020
3. A screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foi.pcogmail.com on or before January 31, 2020.

ELIGIBILITY OF INDIVIDUALS

1. The General Manager's PBB rate for FY 2019 shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
2. The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:
 - a. *The LWD has qualified for the grant of the FY 2019 PBB;*
 - b. *The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;*
 - c. *The Board Member has nine (9) months aggregate service in the position;*
 - d. *The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.*
3. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS)

4. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance.
5. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency
6. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency
7. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB
8. 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 for 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
9. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
 10. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
 11. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
 12. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
 13. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
 14. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
 15. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

RANKING OF DELIVERY UNITS

Delivery units that meet the criteria and conditions in Section 5.1 of the Memorandum Circular INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS (MC No. 018-17) are eligible to the PBB for FY2019. Delivery units eligible to the PBB 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 General Manager's PBB rate for FY 2019 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, 2019. He shall not be included in the Form 1.0 Report on Agency Rating and Ranking.*

RATES OF FY2019 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 as of December 31, 2019 on the table below:

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

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.


CONTACT INFORMATION

The HRMO shall be the focal person that employees may coordinate with regarding the system of ranking of Delivery Units.

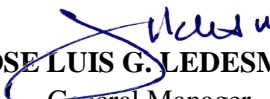
GRIEVANCE MECHANISM

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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Date: September 25, 2019