



PEÑARANDA WATER DISTRICT

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MEMORANDUM

DATE : SEPTEMBER 29, 2022
TO : ALL CONCERNED EMPLOYEES
FROM : GENERAL MANAGER

Please be informed that pursuant to EO No. 80 s.2012 and EO No.20, IATF Memorandum Circular No 2022-1 dated March 24, 2022, and LWUA/DBM Joint Memorandum Circular No. 2021-01 this Office hereby adopt the guidelines to facilitate ranking of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2022.

Attached herewith is the copy of the Guidelines/Mechanics in Ranking Offices/delivery units for the grant of Performance Based Bonus (PBB) FY 2022.

Be guided accordingly


MARLON J. ABESAMIS
General Manager

Conforme:

MARILYN E. GERONIMO

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EL JOHN A. ASIBAL

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GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2022

The Peñaranda Water District (PWD) has two (2) delivery units: Administrative, Finance & Commercial and Construction, Maintenance & Production for Fiscal Year 2022. The PWD's Plantilla of Personnel (POP) has thirty-seven (37) filled positions: the Head of Agency, eighteen (18) employees from Administrative, Finance & Commercial and eighteen (18) employees from Construction, Maintenance & Production.

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.O. No. 80 s. 2012 and E.O. No. 201 s. 2016, Inter-Agency Task Force Memorandum Circular No. 2022-1 dated March 24, 2022 and Local Water Utilities Administration and Department of Budget and Management Joint Memorandum Circular No. 2021-1, the following criteria will be use as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2022 are hereby established:

1. For FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- To be eligible for the grant of the FY 2022 PBB, the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Result and Citizen/Client Satisfaction Results. Each criterion has an assigned point, as shown in Table No. 01. The total maximum score that can be obtain is 100 points. Therefore, to be eligible for the FY 2022 PBB, the agency must attain a total score equivalent to at least 70 percent (%) of each criterion, except for the Process Result and an overall total Score of at least 70 points.

TABLE 1: FY 2022 PBB SCORING SYSTEM

CRITERIA	MAX PTS	CONDITION
Performance Results	70	Actual points must be at least 49
Process Results	7	Compliance would automatically render 7 points; non-compliance would result in ineligibility to FY 2022 PBB
Financial Results	10	Actual points must be at least 7
Citizen/Client Satisfaction Result	13	At least 70% of the complaints must be acted upon, with the following equivalent points: At least 70% = 7 At least 75% = 8 At least 81% = 9 At least 86% = 10

		At least 91% = 11 At least 94% = 12 At least 97% = 13
TOTAL	100	Overall Total Score must be at <u>least 70 points</u>

- In such case, while the agency will be eligible, the unit/s most responsible for the criterion/MFOs with a performance below 70% will be isolated from the grant of the FY 2022 PBB.

The performance Results shall be assessed and scored as follows:

CRITERIA	MAX PTS	CONDITION
Performance Results		
Major Final Outputs (MFOs):		
a. Access to Potable Water	12	
b. Reliability of Service (24/7 supply)	6	
c. Adequacy	6	
d. Covid 19 Response Measures	5	Actual points must be at least 49
e. Non-Revenue Water	12	
f. Potability (Chlorine Residual)	5	
g. Adequacy & Reliability of Service (Response time to restore service)	5	
h. Staff Productivity Index	4	
i. Water Quality Reports (Bacteriological/Physical & Chemical)	15	

Process Results criteria is as follow;

CRITERIA	CONDITION
Process Results	
ISO certified QMS for LWDs under Categories A and B;	Compliance would render 7 points; non-compliance would result in ineligibility to FY 2021 PBB.
Commercial Practices System Certified for LWDs under Categories C and D	

The requirement for Financial Results shall be scored as follows:

CRITERIA	MAX PTS	CONDITION
Financial Results Collection efforts and financial performance: a. Hotline #8888 b. Contact Center ng Bayan (CCB) c. Presidential Complaint Center (PCC) d. Direct requests/complaints to water district (<i>in-house</i>)	13	At least 70% of the complaints must be acted upon, with the following equivalent points: At least 70% = 7 At least 75% = 8 At least 81% = 9 At least 86% = 10 At least 91% = 11 At least 94% = 12 At least 97% = 13

Agency Accountabilities

- a. Updating of Transparency Seal
- b. Compliance with the Freedom of Information (FOI) Program
- c. Updating of Citizen's or Service Charter
- d. Compliance to Audit Findings and Liquidation of Cash Advances
- e. Submission and Review of Statement of Assets, Liabilities and Net Worth (SALN)
- f. PhilGEPS posting of all invitations to bids and awarded contracts
- g. Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE), and Indicative FY 2023 APP.
- h. Designation of the Agency's Committee on Anti-Red Tape (CART)

Compliance with the above conditions shall be used as the basis in determining the eligibility of responsible units and individuals. The unit/s most responsible (including its Head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2022 PBB.

2. Eligible DUs shall be granted FY 2022 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Table 2.

3. General Managers are eligible only if their respective agency is eligible. Their PBB rate shall be equivalent to the rates stated in Table 2 and shall be based on their basic monthly salary (MBS) as of December 31, 2022.

4. To be eligible for FY 2022 PBB, employees belonging to the First, Second and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

5. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

6. Personnel who transferred from one government agency to another shall be included 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.

7. 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.

8. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

9. An official or employee who rendered less than nine (9) months but within a minimum of three (3) months of service and with at least Very 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%

An employee who may not meet the nine-month actual service requirement can be considered for PBB on a pro-rata basis due to the following reasons:

- 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; and/or
- h. Sabbatical Leave

10. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of PBB.

11. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 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.

12. Officials and employees who failed to submit the 2021 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 2022 PBB.

13. Officials and employees who failed to liquidate all cash advances received in FY 2022 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 2022 PBB.

14. RATES OF THE PBB


The total score as stated in Table 1 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2022 as shown in the table below.

TABLE 2: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.5% 90% of the 65% monthly basic salary
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary

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