

SABLAYAN WATER DISTRICT (SWD) GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF CY 2020 PERFORMANCE BASED BONUS.

1.0 PURPOSE

This Circular is being issued to prescribe the criteria and conditions for the grant of the PBB for the FY 2020 performance to be given in FY 2021. Essentially, the same criteria and conditions for the FY 2019 PBB are being issued for the FY 2020 PBB. To support the Administration's focus on the streamlining government services, the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Delivery Act of 2018 shall be established. In promoting integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government services and the prevention of grant and corruption in government shall be strictly implemented.

2.0 COVERAGE AND EXCLUSION

- 2.1** This Guidelines covers All officers and employees of the District holding regular plantilla positions whose compensation are charged against the lump sum appropriation under Personnel Services.
- 2.2** Excluded from the coverage of this Guidelines are those hired without employer-employee relationship and the paid from non- Personnel Services budget as follows:
 - a. Laborers hired through job contracts (pakyaw) and those paid on a piecework basis;
 - b. Student laborers and apprentices; and
 - c. Individuals and groups of people whose services are engaged through job orders, contract of service, or others similarly situated.

3.0 ELIGIBILITY CRITERIA

3.1 To qualify for the PBB, the SWD must satisfy the following conditions:

- a. **Good Governance Conditions (GCSs).** Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF FY 2020 provided in Section 5.0.

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

- b. **Performance Targets of the District.** Achieve each one of the Physical targets, Support to Operation (STO) and General Administration and Support Services required for FY 2020 provided in Section 6.0.

- c. **FY 2020 Performance Rating.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of officials and employees of the District.

- 3.2 The inability to meet any of the criteria above will render the District ineligible for the grant of the PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the District may also be considered as grounds for disqualification from the PBB, upon the proper determination and due process.
- 3.3 The SWD Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the District's system of rating and ranking of delivery units, shall not be entitled to the FY 2020 PBB if the LWD fails to comply with any these requirements.

4.0 FY 2020 GOOD GOVERNANCE CONDITIONS (GGCS).

- 4.1 **Maintain/ Update the agency Transparency Seal (TS).**
- 4.2 **Update the PhilGEPS posting of all Invitation to Bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above P1 million from January to December 31, 2020, including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment (Non-CSE) items.
- 4.3 **Set-up Most Current and Updated Citizen's or Service Charter**, reflecting the District's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, pursuant to Section 6 of RA No. 11032 and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

The District shall submit its respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph and copy furnish the AO25 Secretariat at ao25secretariat@dap.edu.ph on or before December 04, 2020.

5.0 FY 2020 PERFORMANCE TARGETS

5.1 The Sablayan Water District shall be evaluated based on the accomplishment committed targets which shall be identified based on the existing PIs. LWUA shall evaluate the reasonableness of the District's targets based on the availability of resources (manpower, finances, and facilities) and the capability to provide the identified necessary resources. The Sablayan Water District's performance accomplishment should be submitted to LWUA on or before **March 31, 2021**.

5.2 MFO Targets and PIs Under Operations shall be adopted, inclusive of the three (3) most significant customer-oriented indicators of output/outcome under each MFO (neither internal nor intermediate outputs/ " throughputs, " nor demand-driven outputs) and the corresponding targets.

A. Water Facility Service Management:

1. Access to Potable Water (Quantity)
2. Reliability of Service(Quality)
3. Adequacy should be $\geq 1.3:1$
4. COVID-19 Response Measures

B. Water Distribution Service Management

1. NRW should not exceed 30% (Quantity)
2. Potability (Quality)
3. Adequacy/reliability of Service (Timeliness)

5.3 PIs under Support to Operations (STO) with the dimensions of quality and timeliness of services shall be the following:

1. Staff Productivity Index
2. Affordability
3. Customer Satisfaction

5.4 PIs Under General Administration and Support Services (GASS), with the dimensions of quality and timeliness of services, are as follows:

1. Financial viability and sustainability
2. Compliance with COA and LWUA reporting requirements.

5.5 STO Target, the Sablayan Water District under category C shall adopt the Philippine Financial Reporting Standards (PFRS) classified as Government Business Enterprises (GBEs), pursuant to COA Circular No. 2015-003, or Commercial Practices System (CPS) which is part of the its Operation Manual (OM).

5.6 GASS Targets. The common GASS targets are the following:

- a) Sustained Compliance with Audit Findings. Fully implement 30% of the prior year's audit recommendations as shown in the Report on Status of Implementation of Prior Year's Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)- related items of the Annual Audit Report (AAR). Audit findings closed since FY 2018 should also not recur. The objective is to improve the District's internal control processes, enhance operational effectiveness, eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.
- b) Submission of Annual Procurement Plan approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB).

FY 2020 APP non-CSE should have submitted to the GPPB-TSO until March 31, 2020, but only for purposes of PBB compliance. The same should be posted on the agency TS page not later than one month after the issuance of this Circular.

District representative should be able to receive an auto acknowledgement from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgment within one (1) hour after submission, the APP Non-CSE shall be resubmitted to the same electronic mail address.

5.7 Other cross-cutting.

a) Establishment and Conduct of District Review and Compliance of SALN.

The SWD decided to retain the previously posted guidelines since no changes on the previous year's Establishment and Conduct of Agency Review and the Compliance of SALN.

- b) Compliance 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 (PCOO).

5.8 Submission of Form A which shall contain all MFO Indicators and Targets as stated in Section 6.2 including the common STO and GASS Indicators and Targets. The performance

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

targets for FY 2020 should indicate an improving trend compared to the FY 2019 accomplishments.

5.9 Submission of Form A-1 which shall contain the cascaded performance targets of the delivery units.

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1** The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on District Rating and Ranking.
- 6.2** The PBB for the District Board of Directors shall be based on the provisions set by the Executive Order No. 65, series of 2012 subject to the following conditions.
- a. The District has qualified for the grant of the FY 2020 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 eleven (11) months aggregated service in the position;
 - d. The SWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and
 - e. Submission of Board Member's FY 2020 accomplishments (policies or resolutions made, that will help address the operations as well as the guidelines of the SWD).
- 6.3** 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. Payment of the PBB shall come from the mother agency.
- 6.4** 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
- 6.5** Officials and employees who transferred from the 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 as stated in 6.7

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

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

6.7 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 the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a 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

6.8 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.

6.9 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.

6.10 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2019 PBB; or those who are responsible for the non-compliance with the establishment and

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2020 PBB.

6.11 Officials and employees who failed to liquidate all cash advances received in FY 2020 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.

6.12 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

6.13 The General Manager should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals.

6.14 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the SWD system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the District fails to comply with any of these requirements.

7.0 RANKING OF DELIVERY UNITS

7.1 The delivery units that meet the criteria and conditions Section 3.0 are eligible for the FY 2020 PBB. 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

7.2 When Identifying and determining delivery units, the District is guided by the LWUA MC 015-2016. A delivery unit is the primary subdivision of the District performing substantive line functions, technical services or administrative support, as reflected in the SWD's organizational structure/functional chart.

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

- 7.3** Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
- 7.4** To recognize the high performance of the District’s employees in relation to the achievement of its targets and requirements for the grant of the FY 2020 PBB, the District shall list the names of employees who belong to the best delivery unit/s using Form 1.0.
- 7.5** Officials and employees who receive a “Below Satisfactory” rating under the CSC-approved SPMS shall not be eligible to the PBB.
- 7.6** Officials and employees who did not file SALN and failed to liquidate their cash advances in FY 2020 shall not be eligible to the PBB.
- 7.7** The resulting ranking of offices delivery units shall be indicated in Form1.0
- 7.8** To heighten transparency among delivery units and employees, the District shall cascade to its employees the agency guidelines/mechanics in ranking delivery units for the grant of FY 2020 PBB. The District shall prepare the System of Agency Ranking Delivery Units for FY 2020 PBB using the Form for the Guidelines/Mechanics in Ranking Units. The duly completed and signed guidelines in ranking delivery units shall be posted on the its TS webpage on or before October 1, 2020.

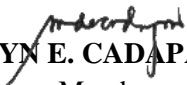
8. RATES OF THE PBB

- 8.1** The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual’s delivery unit, with the rate of incentive as a multiple of one’s monthly basic salary of December 31, 2020 based on the table below:

Performance of the District	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

SWD SYSTEM OF RANKING DELIVERY UNITS FY 2020 PBB

Signed by the Planning Committee:


MARLYN E. CADAPAN, MPA
Member


ENGR. JUEL C. CALABIO
Member


MARICEL C. COSME
Member


DOROTHY P. PAGARIGAN
Member


MICHAEL U. QUINATADCAN
Member


ENGR. GEFFORD BRAYAN C. TEMENIA
Member


HERNANDO O. MATEO
Member


APRIL JOYCE C. BLAZA
Secretariat


JOSE M. ABELEDA, JR.
Chairperson