

**GUIDELINE/MECHANICS IN RANKING DELIVERY UNITS FOR THE  
GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)\***

**CATBALOGAN WATER DISTRICT**

**COVERAGE**

- a. All officials and employees of the Catbalogan Water Districts who occupy regular, casual or contractual positions provided they have rendered at least nine (9) months service on the year of the grant.
- b. Excluded from the grant are consultants, job orders, student laborers and apprentices and personnel found guilty of administrative and/or criminal cases related to their work.

**ELIGIBILITY CRITERIA**

- a. Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2020 set by the AO 25 Inter-Agency Task Force (IATF);
- b. Achievement of at least 90 points for the FY 2020 MFOs performance accomplishments;
- c. Adoption and implementation of resiliency programs and other response measures to mitigate the spread of COVID-19;
- d. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of officials and employees of the LWDs.

**FY 2020 GOOD GOVERNANCE CONDITIONS (GGCs)**

- a. **Maintain/Update the agency Transparency Seal (TS)** – shall maintain an official website where its transparency seal shall be posted and which shall contain the following information:
  - 1) Agency's mandate and functions, names of its officials with their positions and designation, and contact information;
  - 2) Annual Financial Report;
  - 3) DBM Approved Budget and Corresponding Targets for FY 2020
  - 4) Major Projects, and Programs, Beneficiaries, and Status of Implementation for FY 2020;
  - 5) FY 2020 Annual Procurement Plan (FY 2020 APP Non-CSE), Indicate FY 2021 APP Non-CSE, and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APP CSE);
  - 6) Quality Management System (QMS) Certification to ISO 9001:2015 issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members or similar standards relating to Total Quality Management (TQM);
  - 7) System of Agency Ranking Delivery Units for FY 2020 PBB;
  - 8) The Agency Review and Compliance Procedure of Statements and Financial Disclosures; and

- 9) The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; 2020 FOI Registry and 2020 FOI Summary Report.
- b. **Update the PhilGEPS posting of all invitations to Bids and awarded contracts** – Catbalogan Water District must also ensure that all invitations to bid and awarded contracts are posted in the Philippine Electronic Procurement System (PhilGEPS) website.
- c. **Set-up the Most Current and Updated Citizen's Charter** – reflecting the agency'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 processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

## **FY 2020 PERFORMANCE TARGETS**

### **MFO Targets and PIs under Operations**

- a. Water Facility Service Management
  - a. Access to potable water - percentage of barangay with access to potable water against the total number of barangays within the coverage of the CWD
  - b. Reliability of service – percentage of household connections receiving 24/7 supply of water
  - c. Adequacy (Timeliness) - source capacity of CWD to meet demands for 24/7 supply
  - d. COVID-19 response measures – implementation of resiliency programs to mitigate COVID-19
- b. Water Distribution Service Management
  - a. Quantity (NRW) – percentage of unbilled water to water production.
  - b. Quality (Potability) – average deviation from PNSDW (chlorine residual) from Jan-Dec.
  - c. Timeliness (adequacy/reliability of service) – average response time to restore service when there are interruptions based on the Citizen's Charter for approval by CSC

### **PIs under Support to Operations (STO)**

- a. Staff Productivity Index – One staff for every one hundred twenty service connections (1:120)
- b. Reasonableness/Affordability of water rates to consumers with access connections – should observe the LWUA approved rates.
- c. Customer Satisfaction – percentage of customer complaints acted upon against received complaints.

**PIs under General Administration and Support Services (GASS)**

- a. Financial viability and sustainability (collection ratio, operating ratio, current ratio)
- b. Compliance with COA reporting requirements (five financial reports i.e. Statement of financial position, Statement of comprehensive Income, Statement of Cash Flows, Statement of changes in equity, Notes to Financial Statement)
- c. Compliance with LWUA reporting requirements in accordance to content and period of submission.

**ELIGIBILITY OF INDIVIDUALS**

- 1. The General Manager’s PBB rate for FY 2020 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 PBB of the CWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following condition:
  - a. CWD has qualified to the grant of the FY 2020 PBB.
  - b. The Board Member has 90% attendance to duly called board meetings as certified by the Board Secretary
  - c. The Board Member has nine (11) months aggregated service in the position;
  - d. CWD 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 CWD).
- 3. 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.
- 4. 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 the 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%

**RANKING OF DELIVERY UNITS**

LWDs and their corresponding delivery units that meet the criteria and conditions 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

**RATES OF THE PBB**

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units, with the rate of incentive as a multiple of one's monthly basic salary of December 31, 2020, 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

**FUNDING SOURCE**

- a. The Performance Bonus shall be sourced from the corporate funds.
- b. CWD is prohibited to source payment of PBB from the following:
  - a. Loans
  - b. Subsidy from the National Government for the LWD's operations; and
  - c. Sale of the Catbalogan Water District'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 and BOD Chair subject for the basis of PBB.

For the purpose of determining the ranking of the officials and employees with the same numerical values in their respective level, seniority shall be considered to break the tie.

## **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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