

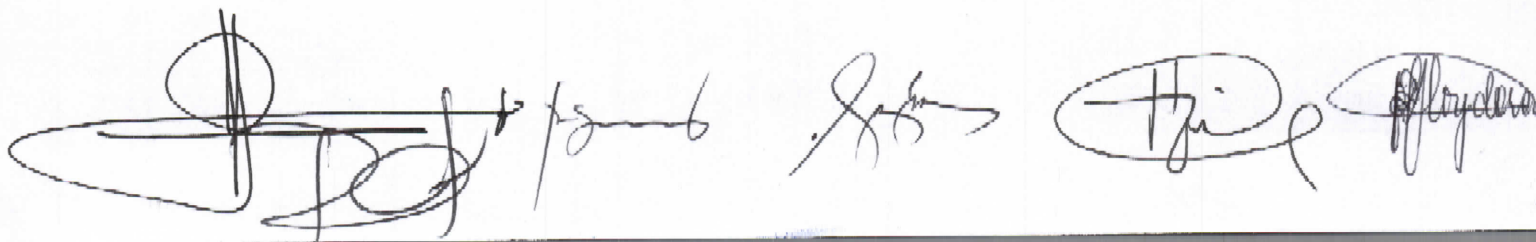
Calbayog City Water District

Sen. Pres. J.D. Avelino Ave., Calbayog City

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)

Coverage:

- a. All officers and employees of Calbayog City Water District 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:
 - a. Consultants, Job Orders, Student laborers and apprentices and personnel found guilty of administrative and/or criminal cases related to their work.
 - b. An employee who is on vacation or sick leave, with or without pay, for the entire year.
 - c. Officials and employees who failed to submit 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015.
 - d. Officials and employees who failed to liquidate Cash Advance received in FY 2018 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.
 - e. Officials and employees who failed to submit their complete SPMS Forms.
 - f. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements, Annual Financial Reports and Annual Audit Reports (AARs) if the agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
 - g. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) if the agency fails to submit the FY 2018 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month in the format prescribed under GPPB Circular No. 07-2015 and responsible for not submitting Annual Procurement Plan.



- h. Officials and employees responsible for the non-compliance of prior years' audit recommendations.
- i. Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.a and 6.2.b if the agency fails to comply with the said requirement.
- j. Officials and employees responsible for posting and dissemination of the Agency system of ranking performance of delivery units if the agency fails to comply.

Eligibility Criteria:

- a. Achieve at least 90% of each one their performance targets for the delivery of Major Final Output (MFO), Support to Operations (STO) and General Administration and Support Services (GASS) for the year;
- b. Satisfy 100% of the good governance conditions set by the AO 25 Inter agency Task Force for FY 2018;
- c. Payment of applicable taxes;
- d. Rank performance of delivery units and the personnel within these units.

Three MFOs

- 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 CCWD
 - b. Reliability of service – percentage of household connections receiving 24/7 supply of water
 - c. Adequacy (Timeliness) – source capacity of CCWD to meet demands for 24/7 supply
- 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

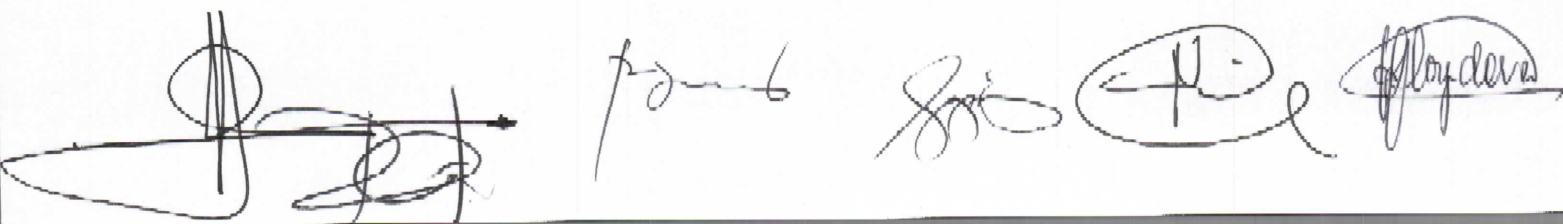
The bottom of the page contains several handwritten signatures and initials. From left to right, there is a large, stylized signature, a set of initials 'JTB', another signature, a signature with a large circle around the first few letters, and a final signature.

Support to Operations

- 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- Water rate for the 1st 10 cu.m. must not exceed 5% of the average income of Low Income Group (LIG)
- c. Customer Satisfaction - percentage of customer complaints acted upon against received complaints.
- d. Certification/Continuing certification of the Quality Management System (QMS) for at least one core process. The certification must be issued by any international certification body (ICB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The certification must be valid until December 31, 2018 or later date and must be posted in the agency Transparency Seal.
 - a. A certified- true copy of the Agency's ISO QMS Certificate/s shall be submitted to the CQMC thru the DBM Secretariat- Systems and Productivity Improvement Bureau immediately after obtaining an ISOI QMS Certificate or Recertification not later than December 31, 2018, for verification purposes.

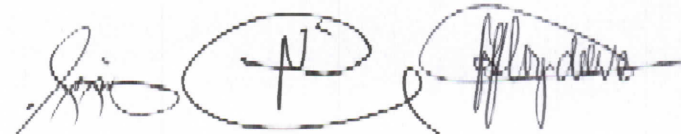
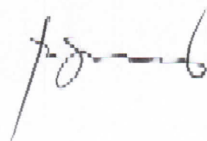
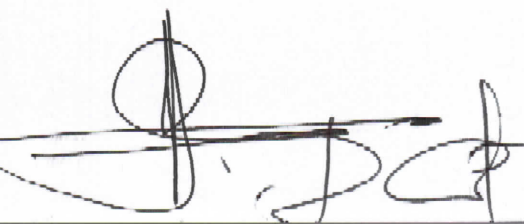
General Administration and Support Services

- a. Financial viability and sustainability (collection ratio, operating ratio, current ratio)
- b. 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)
- c. Compliance with LWUA reporting requirements in accordance to content and period of submission.



Good Governance Conditions

- a. Transparency Seal – shall maintain an official website where its transparency seal shall be posted and which shall contain the following information:
 - a. Agency's mandates and functions, names of its officials with their positions and designation, and contact information.
 - b. DBM-approved budget and corresponding targets for FY 2018
 - c. Budget and Financial Accountability Reports;
 - d. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2018.
 - e. FY 2018 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015, which should be posted not later than one month after the issuance of this Circular and the FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) based on the guidelines to be issued by DBM.
 - f. QMS ISO Certification of at least one core process by any international certification body (ICB) accredited by an International Accreditation Forum (IAF), following through with the progress achieved in 2018.
 - g. System of Ranking Delivery Units, which should be posted and disseminated to employees not later than October 1, 2018.
 - h. The (Freedom of Information) FOI Manual should be uploaded on or before October 1, 2018.
- b. Maintain/update the posting of all invitation to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2017 to November 15, 2018.
- c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release, and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s. 2016:
 - a. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its front line services to citizens, businesses, and government agencies;



- b. Self-assessment and reporting of improvements made by the agency to implement the CSC Memorandum Circular No. 14 s. 2016. The agency needs to target all possible actions/ measures to reach the enhanced service standards in 2018 should events/factors prevent it from reaching these in 2018.
 - d. Develop the agency's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016. For purposes of the FY 2018 PBB, the FOI Manual should be uploaded in the agency Transparency Seal on or before October 1, 2018.
- Non compliance with any Good Governance Conditions will render the entire Department/Agency ineligible for the PBB.

Payment of applicable taxes- franchise and real property tax

Eligibility of Individuals

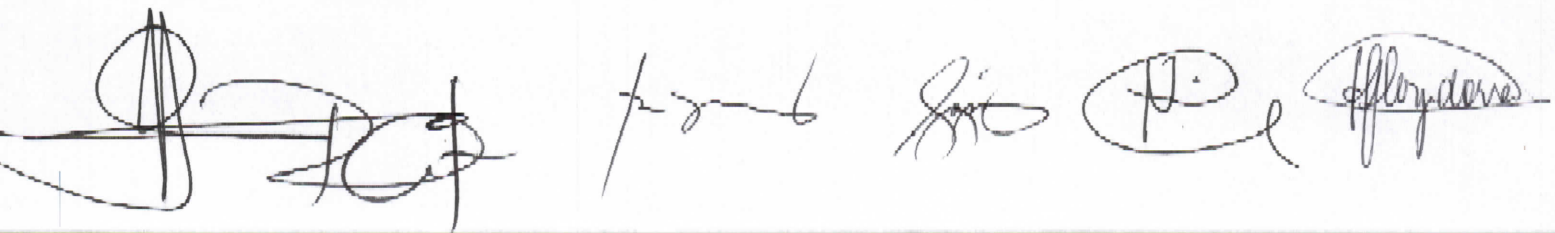
1. Agency Head

The agency head is eligible if the CCWD is eligible. If eligible, her PBB rate for FY 2018 shall be equivalent to 65% of her monthly basic salary. She shall not be included in the Form 1.0- Report on Ranking of Delivery Units.

2. Board of Directors

Pursuant to LWUA Memorandum Circular No. 001.16, January 18, 2016 the following are the bases for the entitlement :

Section 09 of E.O. No. 65 states that members of the Board of Directors of LWD may be entitled to PBI not to exceed 50% of the actual annual per diem received for Regular and Special Board meetings. However, nothing herein shall be construed to limit the business judgment or authority of the Governing Body when giving due regard to the financial condition and existing policies of a particular LWD, to reduce the incentive factor of the PBI.



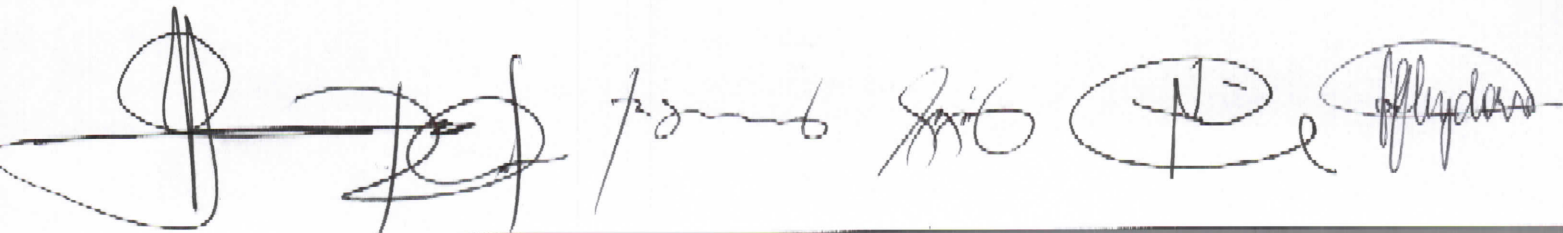
CONDITIONS PRECEDENT TO ENTITLEMENT- In order for an LWD

Director to be entitled to PBI, the following conditions must be fulfilled
For the applicable year :

1. LWD Level- The LWD where the Appointive Director serves was eligible and granted the Performance –Based Bonus (PBB) to its Officers and employees pursuant to the requirements prescribed under DBM-LWUA M.C. No. 2014-02, namely :
 - a. Achieve at least 90% of each one of its performance targets for the delivery of MFOs, Support to Operations (STO) and General Administrative and Support Services (GASS) for the year;
 - b. Satisfy 100% of the good governance conditions set by the A.O. 25 Interagency Task Force (IATF) for FY 2014;
 - c. Payment of applicable taxes; and
 - d. Rank performance of delivery units and the personnel within these units in accordance with the Strategic Performance Management System (SPMS) of the Civil Service Commission or its equivalent.
2. Additional Good Governance Condition for Individual Appointive Director.
 - a. Attendance- For LWDs under Category B, no appointive Director shall be entitled to the PBI unless he/she shall have attended at least 90% of all authorized and duly called for Board meetings for the applicable calendar year.

In determining the total number of authorized and duly called for Board and/or Committee meetings that a Director was supposed to attend, the following parameters shall be observed :

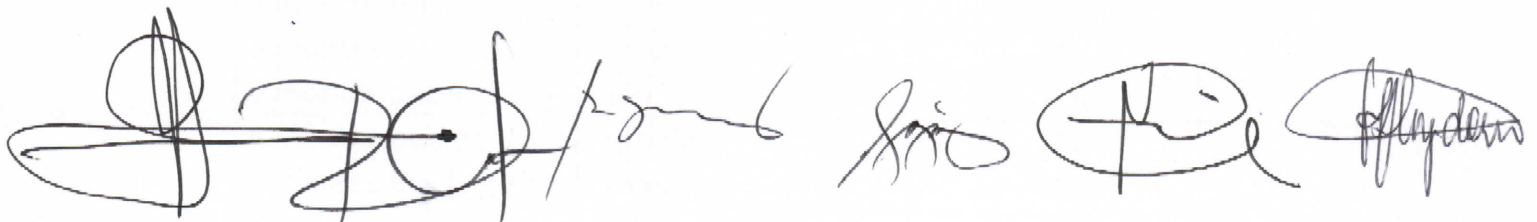
- a. Absences arising from the actual conduct of official business for the LWD are considered excused absences; Provided, the LWD or the Director shall provide official documentation of such official business, such as, but not limited to, a travel authority, certificate of appearance, attendance sheets and invitations;
- b. Absences arising from serious medical conditions shall be considered excused only upon submission of official documentation such as medical abstract or certificate;
- c. Absences arising from filial obligations shall not be considered excused, even if approved by the Governing Board; and



- d. Vacation leaves shall not be considered as excused, even if approved.
3. Board Vacancy- There should be no vacancy in the Board for more than three (3) months, unless the vacancy has remained unfilled due to extraneous factors beyond the control of the LWD Board of Directors.
4. Length of Service – No Directors shall be entitled to the PBI unless he/she has rendered at least eleven (11) months of aggregate of service as LWD Director for the year of entitlement.
5. Conditions precedent relative to LWUA's oversight functions:
 - a. Directors must have attended at least one (1) policy making seminar, prior to the payment of PBI;
 - b. Directors' per diems should be approved by LWUA;
 - c. Appointment of Directors must be in conformance with P.D. 198, as amended; and
 - d. A Director must not have been found guilty of administrative and/or criminal cases related to his/her functions in the Water District and the relevant court decision has become final and executory.

3. Rank and File Personnel

- a. An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- b. 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 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% |

4. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units 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 | 0.65 |
| Better Delivery Unit | 0.575 |
| Good Delivery Unit | 0.50 |

Funding Source:

- a. The Performance Bonus shall be sourced from the corporate funds.
- b. CCWD is prohibited to source payment of the PBB from the following :
 - a. Loans
 - b. Subsidy from the National Government for the LWD's operations; and
 - c. Proceeds of the sale of the Calbayog City Water District's assets for the sole purpose of paying the PBB 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 General Manager subject for the basis of PBB.

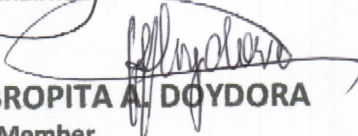
For the purpose of determining the ranking of the officials and employees with the same numerical values in their respective level, seniority shall be considered to break the tie.

GRIEVANCE MECHANISM

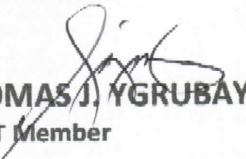
The PMT shall have the responsibility to handle, act on and respond to the PBB related issues and complains raised by any officer/employee.



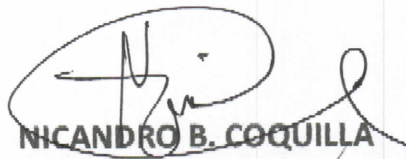
ENGR. JOSEPH M. DACURRO
PMT Chairman



AMBROPITA A. DOYDORA
PMT Member



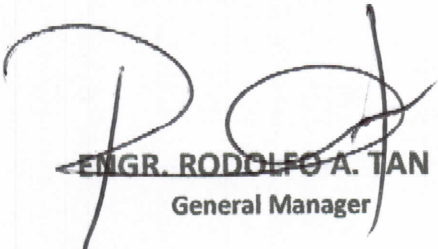
THOMAS J. YGRUBAY
PMT Member



NICANDRO B. COQUILLA
PMT Member



ROSELA C. SUMAGANG
PMT Member



ENGR. RODOLFO A. TAN
General Manager