

GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR F.Y. 2015

Coverage:

- a. All officers and employees of the Alicia 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 of Criteria:

- a. Achieve at least 90% of each one of their performance targets for the delivery of Major Final Outputs (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 2015;
 - c. Payment of applicable taxes;
 - d. Rank performance of delivery units and the personnel within these units.
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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 LWD
 - b. Reliability of service – percentage of household connections receiving 24/7 supply of water
 - c. Adequacy (Timeliness) - source capacity of LWD 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

Support to Operations

- a. Staff Productivity Index – One staff for every one hundred service connections (1:100)
- 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.

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.
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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 mandate and functions, names of its officials with their positions and designation, and contact information.
 - b. Physical accountability reports, financial accountability reports and such guidelines as may be issued by DBM.

- c. Approved budgets and corresponding targets immediately upon approval of this act.
 - d. Major programs and projects categorized in accordance with the five key results areas under EO 43
 - e. The program and projects beneficiaries as identified in the applicable special provisions
 - f. The status of implementation of said program/projects and project evaluation and or assessment reports
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 - h. The annual procurement plan (APP), contracts awarded and the name of contractors/suppliers/consultants
- b. PhilGEPs Posting – Alicia Water District must also ensure that all invitations to bid and awarded contracts are posted in the Philippine Electronic Procurement System (PhilGEPs) website
 - c. Establishment of the LWD Citizen’s Charter – information billboards which should be posted at the main entrance of offices or at the most conspicuous place and in the form of published materials written either in English, Filipino or in the local dialect the detail: a) the procedure to obtain a particular service, b) the person/s responsible for each step, c) the maximum time to conclude the process, d) the documents to be presented by customer and fees and f)the procedure for filing complaints.
 - d. Submission of SALN
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Payment of applicable taxes – franchise and real property tax

Rank performance of delivery units and the personnel within these units - Individual performance by LWD employees shall be derived and reflected in the following tabulation, as measured by the SPMS/PES approved by the CSC. Eligible to the PBB shall be forced-ranked according to the following categories:

Performance Category of Delivery Unit	INDIVIDUAL PERSONNEL		
	Best Performer (Outstanding)	Better Performer (Very Satisfactory)	Good Performer (Satisfactory)
Best Delivery Unit	P35,000.00 (20%)	P20,000.00 (35%)	P10,000.00 (45%)
Better Delivery Unit	P25,000.00 (15%)	P13,500.00 (30%)	P7,000.00 (55%)
Good Delivery Unit	P15,000.00 (10%)	P10,000.00 (25%)	P5,000.00 (65%)
Poor Delivery Unit	-0-	-0-	-0-

Funding Source:

- a. The Performance Bonus of eligible LWDs shall be sourced from their respective corporate funds.
- b. LWDs are 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. Sale of the Alicia Water District’s assets for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business

Performance Category of Delivery Unit	INDIVIDUAL PERSONNEL			TOTAL
	Best Performer (Outstanding)	Better Performer (Very Satisfactory)	Good Performer (Satisfactory)	
Best Delivery Unit	P35,000.00 (20%)	P20,000.00 (35%)	P10,000.00 (45%)	
(17 eligible employees)	<u>3@P35,000.00</u> P105,000.00	<u>6@P20,000.00</u> P120,000.00	<u>8@P10,000.00</u> P80,000.00	P305,000.00
Better Delivery Unit	P25,000.00 (15%)	P13,500.00 (30%)	P7,000.00 (55%)	
(17 eligible employees)	<u>3@P25,000.00</u> P75,000.00	<u>5@P13,500.00</u> P67,500.00	<u>9@P7,000.00</u> P63,000.00	P205,500.00
Good Delivery Unit	P15,000.00 (10%)	P10,000.00 (25%)	P5,000.00 (65%)	
(17 eligible employees)	<u>2@P15,000.00</u> P30,000.00	<u>4@P10,000.00</u> P40,000.00	<u>11@P5,000.00</u> P55,000.00	P125,000.00
Poor Delivery Unit	-0-	-0-	-0-	

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM RATINGS

The SPMS-OPCR and ITCR 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.

FUNDING FOR THE PERFORMANCE BASED BONUS SYSTEM

Funding to support the grant of PBB shall be charged against the District’s Corporate funds.

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.

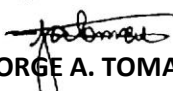

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 PMT Chair


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 PMT-Member


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 PMT Member


AGRIFINO C. AGPALZA, JR.
 PMT Member


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