



SAN JOSE CITY (N.E.) WATER DISTRICT

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

COVERAGE:

1. All officers and employees of San Jose City Water District who occupy regular, casual or contractual positions provided they have rendered at least nine (9) months of service during the fiscal year and with at least Satisfactory rating.
2. 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:

1. Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF).
2. Achieve 100% each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018.
3. Performance Rating of Employees using the CSC approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees.
4. Payment of applicable taxes.
5. Rank performance of delivery units and the personnel within these units.

I. GOOD GOVERNANCE CONDITIONS

1. 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 report and such guidelines as may be issued by DBM.
- c. Approved budgets and corresponding targets immediately upon approval of this act.
- d. Major Projects and Programs, Beneficiaries, and Status of Implementation for FY 2018.
- e. The Annual Procurement Plan (FY 2018 APP Non-CSE), Indicative FY 2019 APP Non-CSE, and 2019 APP for Common Supplies and Equipment (FY 2019 APP CSE)
- f. Approved Operation Manual
- g. FY 2013 to FY 2018 Annual Reports
- h. System of Ranking Delivery Units for FY 2018 PBB.
- i. The Agency Review and Compliance Procedure Statements and Financial Disclosures
- j. The Final People's Freedom of Information (FOI) Manual signed by head of agency; Agency Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry.

2. **PhilGEPS Posting** – San Jose City Water District should maintain/update the posting of all Invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) website for transactions from November 16, 2017 to January 31, 2018.
 3. **Maintain/Update 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. To submit Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s 2017.
 4. **Submission of SALN**
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II. FY 2018 PERFORMANCE TARGETS

With respect to the Physical Targets, the AO 25 IATF sets the following requirements to strengthen the performance of departments and agencies in efficiently providing public services.

1. **Streamlining and Process Improvement of the Agency's Critical Services** - To promote the periodic measurement of agency performance in delivering service, transactions as cited in the agency's Citizen's/Service Charter. The agency should aim to achieve the following improvements for each of their critical services/processes: Reduction in the number of signatures to not more than three (3); Simplification of application forms or documentary requirements; and 50% reduction in the turnaround time and completion of the transaction within 1 day.
2. **Citizen/Client Satisfaction.** – The agency should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Agency shall report the results of the Citizen/Client Satisfaction Survey for each service.
3. **STO Target** - Submission and Posting of Agency Operation Manual.
4. **General Administration and Support Services (GASS Targets)**
 - a. Financial viability and sustainability (collection ratio, operating ratio, current ratio) 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).
 - b. Compliance with LWUA reporting requirements in accordance to content and period of submission.
 - c. **Obligations BUR** - computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities and projects funded in FY 2018, net of savings from procurement, and implementation of cost cutting measures, and **Disbursements BUR**, which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2018, net of goods and services obligated by December 31, 2018 but accounts payable and not yet due and demandable on the said date.

- d. **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years audit recommendations as shown in the Report on Status of Implementation of Prior year's audit recommendations to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2020.
- e. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of the Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB-TSO) in the prescribed format on January 31, 2018 and submission of FY 2019 APP –CSE to the DBM Procurement Service on or before August 31, 2018.

5. Other cross-cutting requirements.

- a. **Establishment and Conduct of Agency Review and Compliance Procedure of SALN** to implement the provisions of reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.
- 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).

III. ELIGIBILITY OF INDIVIDUALS

1. Agency Head

The agency head will depend on the eligibility and performance of the SJCWD. If eligible, her PBB rate shall be equivalent to 65% of her monthly basic salary as of December 31, 2018. She shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.

2. Board of Directors

Non ex-officio Board of Directors may be eligible to rate equivalent to 65% of the monthly basic salary of the highest corporate official of the water district subject to the following conditions:

- a. SJCWD has qualified to the grant of the FY 2018 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 (9) months aggregate service in the position; and
- d. SJCWD has submitted its FY 2018 Corporate Operating Budget to DBM within the set deadline.

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 with at least 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 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%

c. 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.

d. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.

e. Officials and employees who failed to submit the 2017 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 2018 PBB.

f. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, shall not be entitled to the FY 2018 PBB.

g. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

IV. RANKING OF DELIVERY UNITS

The PBB rates of individual employees shall depend on the performance ranking of the individual's bureaus or delivery units based on the monthly basic salary as of December 31, 2018, as follows:

Performance Category	PBB as % of Monthly Basic Pay
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

V. FUNDING SOURCE

- a. The Performance Based Bonus shall be charged against the water District's Corporate funds.
- b. The SJWCD is prohibited to source payment of the PBB from the following:
 - Loans
 - Subsidy from the National Government for the LWD's operations; and
 - Sale of San Jose City Water District's assets for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business

VI. 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.

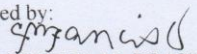
VII. GRIEVANCE MECHANISM

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

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Approved by:


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