



Republic of the Philippines  
**MURCIA WATER DISTRICT**  
Municipality of Murcia  
Province of Negros Occidental  
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## **GUIDELINES IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2020**

### **PERFORMANCE-BASED BONUS (PBB)**

**FY 2020**

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#### **1.0 BACKGROUND**

1.1 Joint Memorandum Circular No. 2020-1 dated September 3, 2020 sets the Guidelines on the Grant of Fiscal Year 2020 Performance-Based Bonus (PBB) for Local Water Districts (LWDs) pursuant to Executive Order No. 80 s. 2012 and Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1

1.2 The ranking of delivery units and individual will use the approved Strategic Performance System as per guidelines for the release of 2020 Performance-Based Bonus.

#### **2.0 COVERAGE**

2.1 All officers and employees of **MURCIA WATER DISTRICT** who occupy regular, casual or contractual positions having an employer-employee relationships shall be entitled to PBB, provided they have rendered at least nine (9) months service in the year of the grant of PBB. Those with a minimum of three (3) months of service and with at least Satisfactory ratings shall be eligible for the grant of PBB on a pro-rata basis corresponding to the length of service rendered.

2.2 Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from the non-Personnel Services budgets, as follows:



2.2.1 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contract of service, or others similarly situated;

2.2.2 Personnel Found guilty of administrative and/or criminal cases related to their work; and

2.2.3 Other criteria listed in section 3.4 of this guidelines.

### **3.0 Eligibility Criteria**

To qualify for the PBB, the MWD must comply with the following criteria:

1. **Good Governance Condition (GGCs):** Satisfy 100% of Good Governance Conditions set by AO25 IATF for FY 2020 based on performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for 1) heightened transparency; 2) stronger public accountability; 3) more inclusive and people-centered public services:

A. **Maintain/Update the Agency Transparency Seal (TS)** pursuant to Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page which shall contain the following information:

1. Agency's mandate and functions; names of its officials with their position and designation, and contact information;
2. Annual Financial Reports;
3. DBM Approved Budget and Corresponding Targets for FY 2020;



4. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2020.
5. FY 2020 Annual Procurement Plan (FY 2020 APP non-CSE), Indicative FY 2021 APP non-CSE; and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APP CSE);
6. QMS Certification of at least one core process by an International certifying body (ICB);
7. System of Ranking of Delivery Units for FY 2020 PBB;
8. The Agency Review and Compliance Procedure of Statements and Financial Disclosures;
9. The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory, 2020 FOI Registry, and 2020FOI Summary Report.

**B. Update the PhilGEPS posting** of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January to December, 2020, including Early Procurement of FY 2021 Non - Common Use of Supplies and Equipment (Non - CSE) items.

**C. Set-up Most Current and Updated Citizen's or Service Charter**, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives 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.



## 2. FY 2020 PERFORMANCE TARGETS

A. Murcia Water District shall be evaluated based on the accomplishment of their committed targets which shall be identified based on the existing Pls. LWUA shall evaluate the reasonableness of the MWD's targets based on the Availability of Resources (manpower, finances, and facilities) and the capability to provide the identified necessary resources.

B. **MFO Targets and Pls shall be adopted**, inclusive of the three most significant customer-oriented indicators of output/outcome under each MFO (neither internal nor intermediate outputs.

C. **STO TARGET.** Initial Certification/Recertification of the agency's Quality Management System (QMS) covering at least one (1) core process of frontline service as mandated under its existing pertinent laws. Adopt the Philippine Financial Reporting Standards (PFRS) by all government agencies classified as Government Business Enterprise pursuant to COA Circular No. 2015-003, or Commercial Practices System (CPS) which is part of the MWD's Operations Manual.

D. **GASS TARGETS.** The common GASS Targets shall include the following;

A. **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 Years' 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 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 2021.



**B. Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy (GPPB) in the format prescribed under GPPB Circular No. 07-2015.

1. FY 2020 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2020. The same should be posted on the agency TS page.

**H. Submission of FY 2021 Annual Procurement Plan-Common Use supplies and Equipment (FY 2021 APP-CSE)** to the DBM-Procurement Service on or before December 15, 2020 in the prescribed format by DBM-PS. The same should be posted in the agency TS web page not later than December 15, 2020.

**3. OTHER CROSS-CUTTING REQUIREMENTS.** The AO25 IATF sets the following cross-cutting requirements:

**A. Establishment and Conduct of Agency Review and Compliance Procedure SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos, 1300455 and 1500088. Each department/agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

**B. Comply 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). Agencies should comply to the following FOI requirements within set deadline:



1. The Updated People's FOI manual (including new designated list of FOI Receiving Office/rs and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before January 29, 2021
2. The FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) uploaded in the agency TS page on or before January 29, 2021; and
3. A screen shot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal ([www.foi.gov.ph](http://www.foi.gov.ph)) submitted through email: [foi.pco@gmail.com](mailto:foi.pco@gmail.com) on or before January 29, 2021.
4. Modified One-page FOI Manual (including FOI Receiving Office/s and its contact details and the step-by-step procedure of FOI Request in standard paper-based and electronic format) uploaded in the agency TS Page on or before January 29, 2021.

#### 4.0 Ranking of Delivery Unit

If the Murcia Water District meets the criteria and conditions in Section 3.1 employees are eligible to the PBB for FY 2020 and shall be forced ranked according to the following categories:

<u>RANKING</u>	<u>PERFORMANCE CATEGORY</u>
TOP 10%	BEST DELIVERY UNIT
NEXT 25%	BETTER DELIVERY UNIT
NEXT 65%	GOOD DELIVERY UNIT



1. The overall rating of a delivery unit is a result of teamwork effort; therefore the average of all individual performance (IP) shall not go higher than the collective performance rating of the delivery unit.

2. The Delivery units of the Murcia Water District are the following;

- A. Finance and Commercial/Administrative and General Services Division
- B. Engineering and Construction/Production and Water Quality Division

## **5.0 Eligibility of Individuals**

1. The General Manager's PBB rate 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 Performance Based Incentive (PBI) of the MWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:

- a. The LWD 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 nine (9) months aggregate service in the position;  
and
- d. The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB).



3. Employees belonging to the First, Second and Third Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
  
4. 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.
  
5. Personnel who transferred from one government agency to another agency 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. Officials and employees who transferred from 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.
  
7. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
  
8. 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:





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<u>LENGTH OF SERVICE</u>	<u>% OF PBB RATE</u>
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 newly-hired
- B. Retirement
- C. Resignation
- D. Rehabilitation Leave
- E. Maternity leave and paternity leave
- F. Vacation or Sick leave with or without pay
- G. Scholarship or study leave
- H. Sabbatical leave

9. 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.

10. 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.



11. Officials and employees who failed to submit the 2019 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 2019 PBB.

12. 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 date May 18, 2009, shall not be entitled to the FY 2020 PBB.

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

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

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



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## 6.0 RANKING OF DELIVERY UNITS

Delivery Units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2020 PBB. Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

<u>RANKING</u>	<u>PERFORMANCE CATEGORY</u>
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

**Note:** *The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his/her monthly basic salary. His PBB shall be based on the monthly basic salary as of December 31, 2020. He shall not be included in the Form 1.0 Report of the Agency Rating and Ranking.*

## 7.0 RATES OF FY 2019 PBB

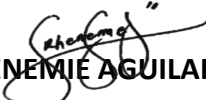
The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:



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PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery unit	0.65
Better Delivery unit	0.575
Good Delivery unit	0.50

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