

## **GUIDELINES/MECHANICS ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2016**

### **Coverage:**

- a. All officers and employees of Talavera 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 consultants, job order, 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 2016;
  - 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 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 base on the Citizen's character approval by CSC

### **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 1<sup>ST</sup>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 report 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 EO43
  - 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
  - g. The annual procurement plan (APP), contracts awarded and the name of contractors/suppliers/consultants
  
- b. **PhilGEPS Posting** – Talavera 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

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**1. Agency Head**

The agency head will depend on the eligibility and performance of the TWD. His PBB shall be based on the monthly basic salary as of December 31, 2016. He shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0

<b>Performance of Eligibility</b>	<b>PBB as % of Monthly Basic Salary</b>
Agency achieved all GCCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

**2. Board of Directors**

Non ex-officio Board of Directors may be eligible to a fixed PBB rate subject to the following conditions:

- a. TWD has qualified to the grant of the FY 2016 PBB.
- b. The Board Member has 90% attendance to duly called board meetings as certified by the Board Secretary



**3. Rank and File Personnel**

- a. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 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:

<b>Length of Service</b>	<b>% of PBB Rate</b>
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 PBB rates of individual employees shall depend on the performance ranking of the district based on the individual’s monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Pay</b>
Best Performer	65%
Better Performer	57.5%
Good Performer	50%

**Funding Source:**

- a. The Performance Bonus shall be sourced from the corporate funds.
- b. The TWD 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. Sale of Talavera 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.

**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 complaints by any officer/employee.

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