



## **GUIDELINES IN RANKING DAWD DELIVERY UNITS FOR THE GRANT OF 2017 PERFORMANCE-BASED BONUS**

In accordance with the Joint Memorandum Circular No. 2017-014-17 of the Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM) dated July 31, 2017, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular no. 2017-1, LWUA memorandum circular 015.16 and Executive Order No. 80, the following System of Ranking of Daraga Water District Delivery Units for the Grant of Performance - Based Bonus for year 2017 is hereby adopted for implementation.

DAWD, pursuant to the national government's Private-Public Partnership Program, has entered into a Contractual Joint Venture with PrimeWater Infrastructure Corporation (Primewater) for Financing, Development, Rehabilitation, Expansion, Improvement, Operation and Maintenance of the Water Supply System of Daraga, which commenced last March 16, 2017. With this, DAWD's functions have been reduced to monitoring only since the operation of the water supply service is already on the Primewater. Consequently, there are only nine (9) employees retained in the government office, to compose the Contract Monitoring Unit. Therefore, the direct supervision of these retained employees is lodged to the General Manager, who then shall render the final rating of the employees.

### **Coverage**

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of DAWD.

### **Ranking of Delivery Units**

"Delivery Units" as defined in the Joint Memorandum Circular 2017-014-77 refer to departments and divisions of a local water district responsible for the achievement of LWD's MFO and committed to performance targets which are tracked by a reporting system within the year and verified by the LWUA. However, per item no. 9.2 of the said Circular, DAWD determines its "delivery unit" per LWUA Memorandum Circular 015.16 referring to offices or group according to Category per Local Water District Manual on Categorization, Recategorization, and Other Related Matters (LWD-MaCRO).

Hence, in view of the substantial functions of each Office / Group, coming as responsible units in achieving DAWD'S MFOs, "delivery units" shall be referred to as the OFFICE or GROUP, established and functional per Organizational Structure approved by DBM as per Personal Services Itemization and Plantilla of Personnel (PSIPOP) for year 2017, viz: Category C - LWD Organizational Structure per PSIPOP, consists of a Board of Directors, Office of the General Manager, Administrative & General Services Division, Finance & Commercial Division, Engineering & Construction Division, and Production & Water Quality Division.

To determine the ranking of each delivery unit, the average final performance rating of qualified employees under each unit for the period January to June 2017 and July to December 2017 will be computed. Top 10% Best Delivery Unit, Next 25% Better Delivery Unit, Next 65% Good Delivery Unit.

Following the provisions of LWUA and IATF Memorandum Circulars, delivery units shall be forced - ranked according to the following categories:

Top 10%	Best Bureau / Office / Delivery Unit
Next 25%	Better Bureau / Office / Delivery Unit
Next 65%	Good Bureau / Office / Delivery Unit





### Eligibility of individual Employees

1. The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of her monthly basic salary.
2. Employees belonging to the First and Second Levels who received at least "Satisfactory" based on the agency's CSC - approved Strategic Performance Management System, are eligible to receive the PBB. The final rating of each employee shall be confirmed by their immediate supervisor. An employee who rendered less than nine (9) months but minimum of three (3) months but with at least Satisfactory performance rating shall be eligible to the grant of PBB on a pro-rated 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

3. 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-rated basis:
  - a. Being a newly hired employee;
  - b. Retirement
  - c. Resignation
  - d. Rehabilitation leave
  - e. Maternity Leave and / or Paternity Leave
  - f. Vacation or Sick Leave with or without pay
  - g. Scholarship / Study Leave
  - h. Sabbatical Leave

### Employees who are not Entitled to Receive PBB

The following are excluded from the grant of PBB:

1. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB;
2. Employees who failed to submit their complete SPMS forms and employees who have not rendered at least three (3) months of service in year 2017.
3. For employees who are found guilty of any administrative charges and/or criminal charges related to their work for year 2017 by formal and executor judgment, the reckoning date for disqualification of benefits is the date of Order by the General Manager. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
4. Officials and employees who failed to submit 2016 SALN prescribed in the rules under CSC MC No. 3, s. 2015.
5. Officials and employees who failed to liquidate within the reglamentary period the CAs received in FY 2017



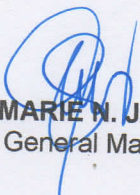
**Rates of the Enhanced PBB**

The rate for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary based on the following:

<b>PERFORMANCE CATEGORY</b>	<b>MULTIPLE OF BASIC SALARY</b>
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unity (65%)	0.50

**The PMT**

As one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

  
**ANNIE MARIE N. JAUCIAN**  
General Manager