



# ANGAT WATER DISTRICT

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## GUIDELINES/ MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS FOR THE FY 2021 (Based on IATF Memorandum Circular 2021-1 dated June 3, 2021)

### COVERAGE

The FY 2021 PBB covers the personnel of all Divisions of the Angat Water District (AWD) holding regular, contractual, and casual positions. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

### ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, AWD must satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and **attain a total score of at least 70 points based on the PBB Scoring System.**

In the context of the FY 2021 PBB, the **AWD Performance Results** refer to the accomplishment of the LWUA Approved Physical Targets of the FY 2021. The **AWD Process Results** refer to the achievements in ease of doing business/ease of transaction with the AWD as a result of streamlining, standardization i.e., through the ISO-certified QMS or its equivalent, digitization, and related improvements in the delivery of services. The **AWD Financial Results** refer to the actual spending of the AWD's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2021 Annual Budget. The Disbursements BUR as well is a prevailing common target of AWD. Another existing criterion, **the AWD Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public.

### FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The AWD accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
<b>TOTAL SCORE</b>		<b>MAXIMUM = 100 POINTS</b>				

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the AWD. To be able to attain a total score of at least 70 points, the AWD should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the AWD will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

### **Performance Results**

The targets under Performance Results will enable agencies to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities.

The AWD needs to achieve each one of the physical targets as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.

The Performance Results shall be assessed and scored as follows:

<b>TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Met less than 80% of performance indicators of the LWUA approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the LWUA approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the LWUA-approved performance targets for FY 2021; deficiencies due to controllable factors	Met at least 80% of performance indicators of the LWUA-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the approved performance targets for FY 2021 (all performance indicators)

### **Process Results.**

The target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions. This may be achieved through streamlining especially of frontline services; standardization of frontline processes including those implemented at the Regional, Satellite, and Extension Offices; digitization e.g., by developing electronic or online paperless systems, new service delivery channels, contactless transactions', and other process improvements for faster and more efficient public service delivery.

The target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions.

DIVISION	1	2	3	4	5
FOR ALL DIVISIONS	No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease Transaction (streamlining, digitization, standardization) in all frontline services

### Financial Results.

Targets under Financial Results reflect final payments made from the AWD's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2021. Hence for FY 2021, agencies shall accomplish the following Disbursements BUR:

$$\text{Disbursements BUR} = \frac{\text{Total Actual Disbursement}}{\text{Total Actual Obligations (both net of PS)}}$$

The requirements under the Financial Results shall be scored as follows:

1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

### Citizen/Client Satisfaction Results.

The AWD will accomplish and submit reports on Client Satisfaction or feedback system as prescribed by LWUA and GCG.

The AWD shall ensure resolution of all complaints and grievances on AWD service procedures, acts of red tape, corruption, and/or other interferences to public service delivery by AWD reported to Hotline #8888 and CCB. To provide evidence on this, AWD may submit a report summarizing the #8888 and CCB complaints received in FY 2021 and their status if resolved or pending. The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the OP, PMS, CSC, and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

The requirements under the Citizen/Client Satisfaction Results shall be scored as follows:

**TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS**

1	2	3	4	5
No submission/ Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate without #8888/CCB complaints

## AGENCY ACCOUNTABILITIES

The AWD and its Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements as basis in determining the eligibility of responsible units and individuals.

a. Updating of Transparency Seal	f. PhilGEPS posting of all invitations to bids and awarded contracts
b. Compliance with the Freedom of bids and awarded contracts Information (FOI) Program	g. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System
c. Updating of Citizen's or Service Charter	h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects
d. Compliance to Audit Findings and Liquidation of Cash Advances	
e. Submission and Review of SALN	

## ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

For FY 2021 PBB, the delivery units (DUs) of AWD shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

Based on Table 1, to be eligible for the FY 2021 PBB, the AWD must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The unit/s most responsible (including its head) for the non-compliance with the AWD Accountabilities provided in Section 5.0 of MC 2021-1 will also be isolated from the grant of the FY 2021 PBB.

The Eligible DUs shall be granted FY 2021 PBB at uniform rates across AWD, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.

The General Manager of AWD is eligible only if the AWD is eligible. If eligible, his PBB rate for FY 2021 shall be equivalent to the rate as stated in Section 7.0 and shall be based on his monthly basic salary (MBS) as of December 31, 2021.

The Board Members of AWD may be eligible to the PBB with the equivalent rates following Section 7.0 and these conditions:

- a. The GOCC has qualified for the grant of the FY 2021 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 aggregated service in the position; and
- d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.

To be eligible for FY 2021 PBB, AWD employees belonging to the First, Second, and Third levels should receive a rating of at least "Very Satisfactory" based on the AWD's CSC-approved Strategic Performance Management System (SPMS).

Personnel in detail to AWD for six (6) months or more shall be included in the AWD that rated his/her performance. The payment of the PBB shall come from their mother agency.

Personnel who transferred from one government agency to AWD shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the AWD.

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 the PBB on a pro-rata basis corresponding to the actual length of service to the AWD, as stated in Section 6.11.

An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very 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:

LENGTH OF SERVICE	% of PBB
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 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; and/or
- h. Sabbatical Leave

An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.

Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.

Officials and employees who failed to submit the 2020 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 2021 PBB.

Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

**RATES OF THE PBB**

The total score as stated in Section 4.0 of the MC shall be the basis in determining the amount of the PBB of AWD is eligible for. The maximum rate of the PBB for AWD when it achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021. For illustration, see Table 6 below:

<b>TABLE 6: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	<b>65 %</b> (100 % of the 65% monthly basic salary)
95 points	<b>61.75%</b> (95 % of the 65% monthly basic salary)
90 points	<b>58.5%</b> (90 % of the 65% monthly basic salary)
85 points	<b>55.25%</b> (85 % of the 65% monthly basic salary)
80 points	<b>52%</b> (80 % of the 65% monthly basic salary)
75 points	<b>48.75%</b> (75 % of the 65% monthly basic salary)
70 points	<b>45.5%</b> (70 % of the 65% monthly basic salary)

  
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 General Manager B

