



ANGAT WATER DISTRICT

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OFFICE ORDER NO. 09-01 s. 2022

TO : ALL AWD PERMANENT EMPLOYEES

FROM : **DORILYN C. DADOR**
Division Manager B- Administrative,
Human Resource &
General Services Division

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YER (FY)2022 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201 S. 2016

DATE : September 7, 2022

Pursuant to inter-Agency Task Force Memorandum Circular No. 2022-1, Angat Water District hereby adopts and presents the Guideline/Mechanics of Offices/Delivery Units and Eligibility of Individuals for the Grant of Performance Based Bonus (PBB) for Fiscal Year (FY) 2022. Please see attached Guidelines/Mechanics for your reference.

For your Information.

Noted by:


ARTURO S. TORRES
General Manager B



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GUIDELINES/ MECHANICS OF OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS FOR THE FY 2022

(Based on IATF Memorandum Circular 2022-1 dated March 24, 2022)

I. PURPOSE

The Angat Water District issued this Guidelines/Mechanics to prescribe the criteria and conditions on the grant of the PBB for FY 2022 performance, to be given in FY 2023. The PBB criteria were classified according to the four dimensions of accountabilities.

The FY 2022 cycle shall continue to observe the simplified PBB scheme. The FY 2022 PBB will sustain focus on results especially on the delivery of AWD performance commitments and optimum utilization of AWD budget, and make stronger the roles of AWD in ensuring accountability for results of its delivery units. Further, the FY 2022 PBB shall measure and evaluate AWD performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and strengthened AWD stewardship. The FY 2022 PBB shall facilitate a more transparent and objective assessment of performance and timely release of the PBB to eligible AWD employees.

II. COVERAGE

The FY 2022 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.

III. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2022 PBB, AWD must satisfy the criteria and conditions under the four dimensions of accountability:

1. **Performance Results**
2. **Process Results**
3. **Financial Results and**
4. **Citizen/Client Satisfaction Results**

The AWD shall attain a total score of at least 70 points and achieve at least 4 for at least three (3) criteria based on the PBB Scoring System.

IV. FY 2022 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 2022 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
TOTAL SCORE		MAXIMUM = 100 POINTS				

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 2022 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:

1	2	3	4	5
Met less than 80% of performance indicators of the LWUA approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the LWUA approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the LWUA-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the LWUA-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the approved performance targets for FY 2022 (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. And the administrative and supporting services (internal) within the agency.

For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services:

1. Core Service (External) based on the mandated function of AWD
2. Support/Administrative Service (Internal) as declared by AWD's Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

TABLE 3: RATING SCALE FOR PROCESS RESULTS					
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 2022. Hence for FY 2022, 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:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
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 2022 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

V. 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.

TABLE 6: AGENCY ACCOUNTABILITIES	
Existing Agency Accountabilities	<ul style="list-style-type: none"> a. Updating of Transparency Seal b. Compliance to Audit Findings and Liquidation of Cash Advances c. Compliance with the Freedom of Information (FOI) Program d. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN) e. PhilGEPS posting of all invitations to bids and awarded contracts (Annex 7) f. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE) g. Posting of Indicative FY 2023 APP-non CSE h. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (Annex 8) i. Results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System j. Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects
New Agency Accountabilities beginning FY 2022 PBB	<ul style="list-style-type: none"> k. Designation of the Agency’s Committee on Anti-Red Tape (CART) l. Compliance with the National Competition Policy (NCP)

VI. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

For FY 2022 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 2022 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 2022 PBB.

The unit/s most responsible (including its head) for the non-compliance with the AWD Accountabilities will also be isolated from the grant of the FY 2022 PBB.

The Eligible DUs shall be granted FY 2022 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 2022 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, 2022.

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 2022 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 2022 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 2022 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 2021 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 2022 PBB.

Officials and employees who failed to liquidate all cash advances received in FY 2022 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 2022 PBB.

VII. 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, 2022. For illustration, see Table 6 below:

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

VIII. TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- The quarterly BFARs of the agencies which will be used to assess and validate Performance Results shall be submitted through the DBM URS in a timely manner, i.e., within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99 90, General Provisions of Republic Act No. 11639 (FY 2022 GAA). BFARs will be used to assess and validate Performance Results. Non-compliance thereto must be supported with relevant justification.
- The AWD should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before February 28, 2023, thru an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the A025 Secretariat).
- The AWD shall ensure that all explanations and justifications for deficiencies are already attached in their submission.
- The A025 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- The AWD is encouraged to provide information to the A025 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.
- The AWD shall be responsible for the review and updating of its Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM'S Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549[^], agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2022 PBB requirement of the agency, to be complemented by a simplified Annex 10: Report on Ranking of Offices/Delivery Units.

IX. EFFECTS OF NON-COMPLIANCE

The AWD, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular.


X. COMMUNICATION AND CHANGE MANAGEMENT

The AWD General Manager with the support of its PMT should enhance the implementation of its internal communications strategy on the PBB and fulfill the following:

- Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.

- Disseminate the performance targets and accomplishments of the AWD to its employees through the intranet and other means, as well as publish these on the AWD website for the public's information.
- Set up a Help Desk to respond to queries and comments on the targets and accomplishments of AWD. The Help Desk may be a facility that is embedded in the AWD website.
- Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of AWD. Such may be incorporated in the functions of its Grievance Committee.

Prepared by:


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