

SAN CARLOS CITY WATER DISTRICT

Burgos Street, San Carlos City, Pangasinan
Tel. Nos.: (075) 532-3005, TeleFax: (075) 634-1584
e-mail address: sccwd@hotmail.com

SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2016

1.0 BACKGROUND:

- 1.1 Executive Order No. 201 s. 2016 provides that the existing PBB granted to qualified government personnel shall be enhanced to strengthen its results orientation. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order (AO) No. 25, s. 2011, herein referred to as the AO 25 IATF shall prescribe the conditions on the eligibility and procedure for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance.
- 1.2 Pursuant thereto, the AO 25 IATF issued memorandum circular (MC) No. 2016-1 dated May 12, 2016 to prescribe guidelines on the grant of the FY 2016 PBB wherein identification and determination of delivery units within the agency which, if eligible, shall be forced ranked.

2.0 COVERAGE:

- 2.1 All officials and employees of San Carlos City Water District who occupy regular, casual or contractual positions shall be entitled to FY 2016 PBB, provided they have rendered at least nine (9) months service on the year of the grant of PBB.
- 2.2 The following are excluded from the grant of PBB:
 - 2.2.1 Individuals and group of people hired without employer-employee relationship and/or whose services are engaged through job orders, contract of service, or others similarly situated: and
 - 2.2.2 Personnel found guilty of administrative and/or criminal case filed against him/her and meted penalty in FY 2016 if the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
 - 2.2.3 An employee who is on vacation or sick leave, with or without pay for the entire year.
 - 2.2.4 Officials and employees who failed to submit his/her 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.
 - 2.2.5 Officials and employees who failed to liquidate cash advances received in FY 2016 within the reglementary period as required by the Commission on audit.

3.0 ELIGIBILITY AND CRITERIA:

- 3.1 The agency must achieve at least 90% of the performance targets in the delivery of Major Final Outputs (MFO's) Support to Operations (STO) and General Administration and Support Services (GASS) for the year.

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3.2 Satisfy 100% of the Good Governance Conditions set by the AO25 Inter-Agency Task Force (IATF) for FY 2016 of the following:

- 3.2.1 Maintain/update Agency Transparency Seal (Sec.99 of GAA 2016) which includes posting of the following:
 - ✓ FY 2016 Annual Procurement Plan
 - ✓ FY 2016 Annual Budget
 - ✓ Financial Reports (FY2013- FY2016)
 - ✓ FY 2016 Major Programs and Projects with the Beneficiaries and Status of Implementation
 - ✓ Agency Operations Manual
 - ✓ System of Ranking Delivery Units and individuals
- 3.2.2 Maintain/update the PhilGEPS posting (Revised IRR of RA 9184)
- 3.2.3 Maintain/update Citizen's Charter or its equivalent (RA 9485)

3.3 Use of the CSC-approved Strategic Performance management System (SPMS) in rating the performance of First and Second level officials and employees.

3.4 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System

3.5 Submission of accomplishments using the following forms:

- Form A--- Agency's Performance Accomplishment FY 2016
- Form A1—Delivery Units Performance Indicators & Accomplishments
- Form 1.0—Report on Ranking of Offices/Delivery Units

3.6 Payment of applicable taxes

4.0 ELIGIBILITY OF INDIVIDUALS:

4.1 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-Approved Strategic Performance Management System (SPMS);

4.2 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with Item 3.1 hereof may be eligible to the full grant of the PBB;

4.3 An employee who rendered a minimum of three (3) months but less than (9) months of service and the required performance rating shall be eligible for the grant of PBB on a pro-

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rated basis. The PBB of employees shall be pro-rated 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 pro-rata basis:

- ❖ Being newly hired employee;
- ❖ Retirement;
- ❖ Resignation;
- ❖ Rehabilitation Leave;
- ❖ Maternity Leave and/or Paternity Leave;
- ❖ Vacation or Sick Leave with or without pay;
- ❖ Scholarship/Study Leave;
- ❖ Sabbatical Leave

4.4 The Board Members of the San Carlos City Water District (SCCWD) may be eligible to a fixed PBB rate of P40,130.00 subject to the following conditions:

- 4.4.1 SCCWD has qualified for the grant of the FY 2016 PBB;
- 4.4.2 The board Member has 90% attendance to the duly called board meetings as certified by the Board Secretary
- 4.4.3 The Board Member has nine (9) months aggregate service in the positions

5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS:

5.1 Ranking of delivery units

- 5.1.1 Delivery units that meet the criteria and conditions in Section 2.1 are eligible to the PBB for FY 2016 and shall be forced ranked according to the following categories.

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RANKING	PERFORMANCE CATEGORY
TOP 10%	BEST Delivery Unit
NEXT 25%	BETTER Delivery Unit
NEXT 65%	GOOD Delivery Unit
EXCLUDED (0%)	POOR Delivery Unit

- 5.1.2 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.
- 5.1.3 The San Carlos City Water District has three (3) delivery units. The average scores of the total personnel in the delivery unit is ranked to determine the best, better and good delivery units.

5.2 Ranking of Individual Performance

- 5.2.1 The performance ratings to be reflected for all employees shall be the average of performance ratings for two (2) semesters.
- 5.2.2 Only the personnel belonging to eligible delivery units are qualified for the PBB
- 5.2.3 Individual performance by officers and employees shall be derived and reflected in the following tabulation, as measured by the SPMS approved by the Civil Service Commission which is in effect during the rating period, shall be forced ranked subject to the estimated budget ceiling for FY 2016 PBB.
- 5.2.4 Individuals holding supervisory positions, critical factors such as courtesy, human relations, punctuality and attendance, initiative, leadership, decision making and stress tolerance shall also be reflected in the performance rating.
- 5.2.5 In case of tie among employees/ individuals, the following criteria should be considered in particular order as follows:

- ✓ Number of tardiness incurred for two rating periods

The employee with the least number of tardiness shall qualify for the group ranking while the order employee shall qualify for the next lower group.

- ✓ In case there is still a tie, the next criteria will be considered.

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The least number of vacation/ sick leaves availed with or without pay within the two rating period.

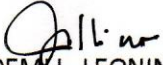
5.3 Rates of the FY 2016 PBB:

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P 5,000.00.

Performance Category	INDIVIDUAL PERSONNEL			
	Best Performer	Better Performance	Good Performance	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	# of personnel multiply by 20%	# of personnel multiply by 35%	# of personnel multiply by 45%	65%
Better Delivery Unit (25%)	# of personnel multiply by 15%	# of personnel multiply by 30%	# of personnel multiply by 55%	57.5%
Good Delivery Unit (65%)	# of personnel multiply by 10%	# of personnel multiply by 25%	# of personnel multiply by 65%	50%

- *Individuals with below Satisfactory Rating are excluded from the ranking*

Prepared by:


NOEM L. LEONINO
Division Manager C
Admin & General Services

Date: December 13, 2016

Approved by:


ENGR. BENJAMIN G. DISTOR
General Manager

Date: December 13, 2016