



# PANDI WATER DISTRICT

M.G Santos St., Poblacion, Pandi, Bulacan 3014

Contact Nos. (0997)2536220 / (0942)9807556/ (044) 661-1050

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## **GUIDELINES MECHANICS ON QUALIFYING OFFICERS DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021.**

### **1.0 PURPOSE**

Pandi Water District ( PanWaDis) hereby adopts Memorandum Circular No. 2021-1 dated June 3, 2021 of the Inter-Agency Task Force on Harmonization of National Government Performance Monitoring, Information and Reporting System prescribing the guidelines on the grant of performance-based bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

The overarching goal of the PBB is to strengthen the effectiveness of the incentives system to help agencies achieve the mission-critical objectives and expected outcomes of the government. For the FY 2021 cycle, the PBB criteria and conditions were hence refined in order to:

- a. Simplify the PBB process particularly the validation of compliance
- b. Provide flexibility to the agencies in the implementation of scheme
- c. Reinforce result focus and their linkages in assessing overall performance of agencies
- d. Administer a more transparent PBB scoring system
- e. Strengthen the role of agencies in ensuring accountability of units responsible for the criteria and conditions; and
- f. Facilitate the timely release of incentives to eligible agencies

FY 2021PBB shall measure and evaluate the performance of agencies with emphasis on the public's satisfaction on the realization of the agencies performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship.

### **2.0 COVERAGE**

The FY 2021 PBB covers the personnel of Pandi Water District holding regular, temporary, casual positions. Excluded are individual engaged without employer-employee relationship and funded from non-personnel services budget.



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## 3.0 CATEGORY OF CRITERIA AND CONDITIONS

In relation to the targets in previous PBB cycles, the FY 2021 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability:

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

Requirements set forth in Good Governance Conditions shall no longer be included in the criteria to assess the overall eligibility of the agency in the FY 2021 PBB but compliance of such shall be used as basis in determining the eligibility of responsible units and individuals. Monitoring of their compliance shall be the primary responsibility of the Heads of the Agencies and it should be submitted directly to the oversight agencies.

The modification on the PBB assessment process to make the PBB scoring system clear and explicit specified in the Circular shall be adopted. The scoring system aims to simplify and make the final eligibility assessment more transparent, and enable agencies, including PanWaDis, to undertake self-assessment vis-a-vis the criteria and conditions to ascertain if they could qualify for the grant of the PBB FY 2021. However, the AO 25 Inter-Agency task Force ( AO 25 IATF) shall still determine the final eligibility of agencies.

## 4.0 ELIGIBILITY CRITERIA

To be eligible for the grant of FY PBB 2021, PanWaDis must satisfy the criteria and conditions under four dimensions of accountability; Performance Result, 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 PBB 2021, the following shall be the definition of four (4) dimensions of accountability:

1. **Performance Results** - Accomplishment of Performance Target
2. **Process Results** - Achievements in ease of doing business/ease of transaction with agency as a result of streaming, standardization, digitization, and related improvement in the delivery of services.



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3. Financial Results - Actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects.

4. Client Satisfaction Results - Achievements in satisfying the quality expectations of the transacting public.

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

The PanWaDis 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 obtain by the agency is 100 points. To be eligible for the FY 2021 PBB, the agency must attain a score of at least 70 points.

**Table 1 : FY 2021 PBB SCORING SYSTEM**

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

For Local Water District's, achieve each one of the physical targets as identified by LWUA in a Joint MC to be issued by LWUA and DBM.

**TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS**

1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021: deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021: deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021: deficiencies due to uncontrollable factors	Met each on of the Congress-approved performance targets for FY 2021 <b>(all performance indicators)</b>



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## Process Results

The targets under Process Results is the greater ease of transaction of frontline services covering all government -to citizens (G2C), government-to-business (G2B), and government-to-government (G2G) transactions. It is achieved through streamlining especially of frontline services, standardization of frontline processes, and digitization.

**TABLE 3: RATING SCALE FOR PROCESS RESULTS**

AGENCY	1	2	3	4	5
For departments/agencies and GOCCs covered by DBM	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 agency's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2021.

**TABLE 4 : RATING SCALE FOR FINANCIAL RESULTS**

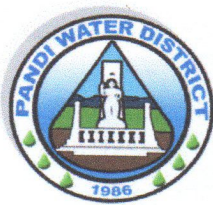
1	2	3	4	5
1-19% Disbursements BUR	20- 39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

## Citizen/Client Satisfaction Results

Accomplishment and submit reports on the Citizen/Client Satisfaction Survey (CCSS), or feedback system as prescribed by LWUA and GCG resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).

**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



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## 6.0 PANWADIS ACCOUNTABILITIES

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies, and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements:

a. Updating of Transparency Seal	f. Philgeps posting of all invitations to bids and awarded contracts
b. Compliance with the Freedom of 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 (APCI) 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	

## 7.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

For FY 2021 PBB, the delivery units (DUs) of Pandi Water District shall no longer be ranked. However, the unit/s that is/are most responsible for deficiencies shall be **isolated**.

Based on Table No.01, to be eligible for the FY 2021 PBB, the Pandi Water District must attain a total score of at least **70 points**

The unit/s most responsible (including its head) for the non compliance with the PanWaDis Accountabilities provided in Section 6.0 will also be isolated from the grant of the FY 2021 PBB.

7.1 Eligible DUs shall be granted FY 2021 PBB at uniform rates across the Pandi Water District, including its officials and employees. The corresponding rates of the PBB shall be based on the PanWaDis achieved total score, as shown in Section 8.0

7.2 The General Manager is eligible only if the PanWaDis is eligible. If eligible, his/her PBB rate for FY 2021 shall be equivalent to the rates stated in Section 8.0 and shall be based on their basic monthly salary as of December 31, 2021.



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7.3 The Board Members may be eligible to the PBB subject to the following conditions:

- a. The PanWaDis 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 eleven (11) months aggregated service in the position
- d. The PanWaDis has submitted the appropriate annual Board-approved Corporate Operating Budget to LWUA
- e. Submission of Board Member's FY 2021 accomplishments (policies or resolutions made that will help address the operations as well as the guidelines of the PanWaDis).

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

7.5 Personnel who transferred from one government agency to another agency 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 recipient agency.

7.6 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 participating implementing agency, as stated in Section 6.11.

7.7 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 PBB.

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



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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%

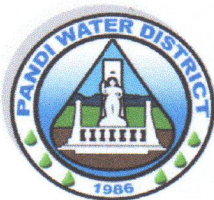
The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- 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.

7.9 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.

7.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 shall not be entitled to the PBB. However, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification.

7.11 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.



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7.12 Officials and employees who failed to liquidate all cash advances received in FY 2021 within 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.

## 8.0 RATES OF THE PBB

The total score as stated in Section 5.0 shall be the basis in determining the amount of the PBB. The maximum rate of the PBB for PanWaDis that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021. For illustration, see the table below:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
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)

## 9.0 REPEALING CLAUSE

All PanWaDis issuances and/or portions thereof that are inconsistent herewith are hereby repealed,revoked, amended or modified accordingly.

  
**ELVIRA SOCORRO B. SANTOS**

*General Manager*