



Republic of the Philippines
CARMONA WATER DISTRICT

(LWUA CCC No. 561)

Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705

Email Add: carmonawd@yahoo.com

OFFICE ORDER

No. 23-2018

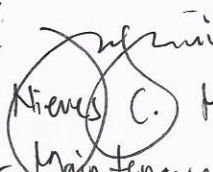
Date : August 29, 2018
To : **ALL DIVISION HEADS; EMPLOYEES**
From : The General Manager
Subject : **SYSTEM OF RANKING**


Pursuant to Administrative Order No. 25 s. 2011 Memorandum Circular No. 2018-1 dated May 28, 2018 also known as Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s, 2012 and Executive No. 201 s. 2016 in all Local Water Districts, this order is to disseminate the System of Ranking Performance of Delivery Units and Individuals for PBB FY 2018.


For your information and guidance.


ENGR. ANILINE B. FRANCIA
General Manager B

Received:

 8/31/18
Ma. Kieres C. Marabo
Water Maintenance Foreman - OIC

 8/31/18
ROCELSA B. MOULAMIN
SUPV. UTILS. SVCS. OFFICER

 8/30/18
JOEMAR G. CUNANAN
FINANCE DIVISION MANAGER

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**SYSTEM OF RANKING
PERFORMANCE OF DELIVERY
UNITS AND INDIVIDUALS FOR
PBB FY 2018**

1.0 BACKGROUND

1.1 Executive Order No. 80 issued by the President on July 20, 2012 directed the adoption of the Performance-Based Incentive System (BPIS) for Government Employees. The BPIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

1.2 The BPIS consists of the P 5,000 across-the-board bonus in the form of the existing Productivity Enhancement Incentive (PEI) and top-up bonus known as Performance-Based Bonus (PBB) which shall be given to government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.

1.3 Administrative Order No. 25 s. 2011 Memorandum Circular No. 2018-1 dated May 28, 2018 sets the guidelines in the implementation of the PBB for All Local Water District officers and employees and specifies the criteria for the release of 2018 Performance Based Bonus.

2.0 COVERAGE

2.1 All officers and employees of the **CARMONA WATER DISTRICT** who occupy regular, casual or contractual positions shall be entitled to PBB FY 2018, provided they have rendered at least nine (9) months service with at least Satisfactory rating on the year of the grant of PBB.

2.2 Excluded from the grant of the PBB FY 2018:

2.21 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contracts of services, or others similarly situated; and

2.22 Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2018.

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3.0 ELIGIBILITY AND RANKING OF DELIVERY UNITS

In PBB FY 2018, agencies should use the updated Form 1.0 for the report on ranking of offices/delivery units.

Submission of Reports

- Submit FY 2018 accomplishments using Forms A, A-1 and Form 1.0 on or before January 31, 2019. They should duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat. All forms and reports should be signed by the agency head or the designated official.
- Report on Ageing of Cash Advance to COA with a cut-off date of November 15, 2018 on or before November 30, 2018.
- COA Annual Financial Reports and Statements shall be submitted directly to COA in accordance with the mandated period of submission. Agencies must submit the FY 2017 financial reports not later than March 31, 2018. Large agencies are given consideration until April 30, 2018.
- The Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Report/Management Letter and submit a report thereon, to the concerned Supervising Auditor.
- DBM Financial Reports including BFARs shall be submitted directly to DBM, online through the TS or to the URS, as appropriate.
- Agencies should ensure that the status of notices in their PhilGEPS for all transactions for the period November 16, 2017 to November 15, 2018 is updated on or before December 1, 2018.
- Once an Agency is found Non-Compliant with the ARTA requirement, Agency will be required to submit a Certificate of Compliance directly to the concerned CSC Regional/Field Office.
- The FY 2018 Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) shall be submitted to the GPPB within one month after the issuance of MC No. 2017-1. A scanned copy of the APP may be sent to GPPB-TSO's email: app@gppb.gov.ph.

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- FY 2018 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017 prescribed format based on the guidelines to be issued by DBM through a separate circular letter.
- The APCPI results should be submitted on or before March 31, 2018, either in electronic (Excel) format through apcpi@gppb.gov.ph.
- A certified-true copy of the Agency's ISO QMS Certificate/s shall be submitted to the GQMC thru the DBM Secretariat – Systems and Productivity Improvement Bureau not later than December 1, 2018.

3.1 Eligibility Criteria

To qualify for the PBB FY 2018, **CARMONA WATER DISTRICT** must comply with the following criteria:

- 3.1.1 LWDs should achieve each one of the performance targets for the delivery of Major Final Outputs (MFOs), Support to Operations (STOs) and General Administration and Support Services (GASS) indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.
- 3.1.2 Satisfy 100% of the good governance conditions set by the AO 25 Interagency task Force (IATF) for 2014 as follows;
 - 3.1.2.1 Maintain/Update the Agency Transparency Seal;
 - 3.1.2.2 Maintain/Update the posting of all invitations to Bids and awarded contracts in the PhilGEPS;
 - 3.1.2.3 Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007;
 - 3.1.2.4 Develop the agency's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016. For purposes of the FY 2018 PBB, the FOI Manual should be uploaded in the agency's Transparency Seal on or before October 1, 2018.
- 3.1.3 Use the CSC-Approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of agencies.

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3.2 Ranking of Delivery Units

- 3.2.1 Delivery units that meet the criteria and conditions in Section 3.1 are eligible to the FY 2018 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit/Department
Next 25%	Better Delivery Unit/Department
Next 65%	Good Delivery Unit/Department

3.3 Individual Performance Ratings

- 3.3.1 Officials and employees of eligible agencies, regular plantilla, contractual and casual Personnel having an employer-employee relationship.
- 3.3.2 Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.
- 3.3.3 Should receive a "Satisfactory" rating based on CSC-approved SPMS.
- 3.3.4 The performance rating to be reflected for all employees shall be the average of performance ratings for two semesters.
- 3.3.5 Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.
- 3.3.6 Personnel who transferred from Government to Government shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will included in the recipient agency.
- 3.3.7 Minimum of nine (9) months government service during FY 2018 will be eligible to the full PBB grant.
- 3.3.8 Minimum of three (3) but less than nine (9) months shall be pro- rated corresponding to the length of service rendered.
- 3.3.9 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 affect during the rating period.

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3.3.10 In case of unresolved tie among individuals, the following criteria should be considered in particular order as follows:

a.) Total Number of Tardiness Incurred for the two rating periods

The individual with the least number of tardiness shall qualify for the group ranking while the other personnel shall qualify for the next lower group.

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

b.) Total Number of vacation/sick leaves availed with or without pay within the two rating periods.

3.4 Not Entitled

3.4.1 Employee on vacation or sick leave, with or without pay, for entire year.

3.4.2 Personnel guilty of admin and/ or criminal cases and meted penalty in FY 2018. If the penalty is only a reprimand, such penalty shall not cause disqualification.

3.4.3 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC MC No. 3, s. 2015.

3.4.4 Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated Feb. 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009.

3.4.5 Officials and employees who failed to submit their complete SPMS Forms.

3.4.6 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements and Annual Audit Reports, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with the said reporting requirements.

3.4.7 The Head of Procuring Entity, Chairman and Secretariat of the Bids and Awards Committee, if the Agency fails to submit APP-non CSE, APP-CSE and APCPI FY 2018.

3.4.8 Officials and employees responsible for the non-compliance of prior years' audit recommendations.

3.4.9 Officials and employees responsible for the QMS Certification if the Agency fails to comply with the said requirement.

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- 3.4.10 Officials and employees responsible for posting and dissemination of the this report (System of Ranking Performance of Delivery Units) if the Agency fails to comply.

4.0 RATES OF THE PBB FY 2018


In PBB rates of individuals employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018 as follows, but not lower than ₱ 5,000.00 :

Performance of Eligible Agency	PBB as of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GAAS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.50%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

Prepared by:


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Approved by:


ENGR. ANILINE B. FRANCIA
General Manager