



OFFICE MEMORANDUM NO. 24-2022

TO: All Responsible Units and Individuals

RE: ADDENDUM TO OFFICE MEMORANDUM NO. 19-2022 (SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS FY 2022) TO INCLUDE THE RESPONSIBLE UNITS AND INDIVIDUALS FOR SEVERAL PBB CONDITIONS

DATE: December 07, 2022

Whereas, CWD Office Memorandum No. 19-2022 dated September 02, 2022 was issued to prescribe the system of ranking of delivery units and individuals for the grant of Performance-Based Bonus FY 2022.

Whereas, Section 5.0 of Memorandum Circular No. 2022-1 dated March 24, 2022 states that the Agency Accountabilities or Conditions are no longer required in determining the overall PBB eligibility of agencies. However, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals.

Now, to establish the accountability of the responsible units and individuals and to serve as a guide for isolating the same from receiving the PBB in case of deficiencies, please refer to the details below:

Deadline	Agency Accountabilities / Conditions	Responsible Unit / Individual
Before Jan. 31, 2023	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO	Bids and Awards Committee <i>(to clarify if this is applicable to CWD)</i>
Mar. 31, 2022	Submitted FY 2022 APP-non CSE to GPPB-TSO	Bids and Awards Committee
Jun. 30, 2022	Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO	Bids and Awards Committee <i>(to clarify if this is applicable to CWD)</i>
Sept. 30, 2022	Posting of Indicative FY 2023 APP non-CSE in the CWD's transparency seal webpage	Bids and Awards Committee
Sept. 30, 2022	Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store	Carlo Jay Manansala
Oct. 1, 2022	Maintain/Update the Agency Transparency Seal under Sec. 102 of the General Provisions of the FY 2022 GAA.	Joemar Cunanan








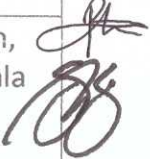

REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA CCC No. 561)
ISO CERTIFICATE No. 80132/A/0001/UK/En
Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite
Tel No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705
Email Add : carmonawd@yahoo.com

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Oct. 1, 2022	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the CWD Transparency Seal for FY 2022	Carlo Jay Manansala 
Nov. 30, 2022	Submission of the National Competition Policy (NCP) requirements as stated in Section 5.2 of the MC No. 2022-1	Carlo Jay Manansala  (to clarify if this is applicable to CWD)
Nov. 30, 2022	Liquidation of Cash Advances. Submission of Report on Ageing of Cash Advances as of November 15, 2022 to Commission on Audit	Joemar Cunanan 
Dec. 31, 2022	Sustained Compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the PPE-related items of the AAR	Joemar Cunanan,  Individuals as stated in each Audit Observation Memorandum
Jan. 30, 2023	Update all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022	Bids and Awards Committee 
Jan. 30, 2023	Submit the following Freedom of Information (FOI) Program requirements to PCOO: a. Updated People's FOI Manual b. Updated One-page FOI Manual c. FOI Reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report d. Link to the agency's dashboard in the electronic FOI (eFOI) portal e. Updated AID-FOI Tool f. FOI Client/Customer Satisfaction Report	Rocelisa Maulanin,  Carlo Jay Manansala 





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Feb. 28, 2023	Designation of the Agency's Committee on Anti-Red Tape (CART) Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007. Copy of the Office Order designating the composition of a CART shall be furnished by the CWD within three (3) working days from the date of the Office Order.	Joemar Cunanan, Carlo Jay Manansala 
Feb. 28, 2023	Compliance with the ISO QMS Certification/Recertification. The copy of the said ISO certification/recertification and other pertinent documents shall be submitted as attachment to Form A to LWUA and AO25 Secretariat as part of the Process Results criterion.	Carlo Jay Manansala 

To ascertain that the above conditions have been complied on the specified deadline, proof of submission shall be properly maintained for future reference. Once again, this will be the basis, in case of deficiency, for preventing the responsible units/individuals from receiving the PBB 2022 and years thereafter. This memorandum shall be revised, modified, or updated when necessary.

For your guidance and strict compliance.


ENGR. ANILINE B. FRANCIA
General Manager

Conformed on behalf of the respective employees:


JOEMAR G. CUNANAN, CPA
Division Manager, Admin & Finance


ENGR. MA. NIEVES C. MAÑABO
Division Manager, Engineering


ENGR. ROCELISA G. MAULANIN
Division Manager, Commercial