



HAGONOY WATER DISTRICT



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GUIDELINES/MECHANICS ON QUALIFYING OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021

(Based on IATF Memorandum Circular 2021-1 dated June 3, 2021)

1. PURPOSE

Hagonoy Water District (HWD) 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 Systems prescribing the guidelines on the grant of performance-based bonus (PBB) for Fisyal 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 results focus & 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 2021 PBB 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. COVERAGE

The FY 2021 PBB covers the personnel of HWD holding regular, contractual and casual positons. Excluded are individuals engaged without employer-employee relationship and funded from non-personnel services budget.

3. ELIGIBILITY CRITERIA

To be eligible for the grant of FY 2021, BWD must satisfy the criteria and conditions under four (4) dimensions of accountability; Performance Results, 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 2021 PBB, The HWD must satisfy the criteria and conditions under the four dimensions of accountability that defines as follows:

Criteria and Conditions	Definition
Performance Result	: Accomplishment of Performance Targets
Process Results	: Achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization <i>i.e., through ISO-certified QMS</i> , digitization, and related improvements in the delivery of service
Financial Results	: Actual spending of the agency’s budget allotment vis-à-vis the realization of the committed programs and projects.
Citizen/Client Satisfaction Results	: Achievements in satisfying the quality expectations of the transacting public.

4. FY 2021 PBB TARGETS, ASSRSSMENT, AND SCORING SYSTEM

The HWD accomplishments for each of the criteria shall be generated using scale 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 2021 PBB, **The agency must attain a total score of atleast 70 points.**

TABLE 1 : FY 2021 PBB SCORING SYSTEM						
CRITERIA & 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				

4.1 **Performance Results.** For LWD achieve each one of the physical targets as identified by LWUA in a joint Memorandum Circular to be issued by LWUA and DBM.

TABLE 2: RATING SCALE FOR PERFORMANCE REULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance target for FY 2021: deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance target for FY 2021: deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance target for FY 2021: deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance target for FY 2021: deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance target for FY 2021: (all performance indicators)

4.2 Process Results. The target 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 frontline services, standardization and other process improvements for faster and more efficient public service delivery.

TABLE 3: RATING SCALE FOR PROCESS RESULTS					
AGENCY	1	2	3	4	5
For Departments/agencies and GOCCs covered by the 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

4.3 Financial Results. Targets under financial Results reflect final payments made from HWD's annual budget allotted to realize their committed programs and projects based on the valid appropriations for FY 2021.

TABLE 4: RATING 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

4.4 Citizen/Client Satisfaction Results. Accomplish and submit reports on the results of the CCSS or feedback mechanism based on the standard methodology and corresponding questionnaire prescribed by LWUA and GCG. Resolution of Reported complaints from hotline #8888 and contact Center ng Bayan .

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

5. HWD 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
- b. Compliance with the Freedom of Information (F01) Program
- c. Updating of Citizen's or Service Charter
- d. Compliance to Audit Findings and liquidation of Cash Advances
- e. Submission and Review of SALN
- f. Philgeps posting of all invitations to bids and awarded Contract
- 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 (APCPI) System.
- h. Undertaking Early Procurement Activities covering 2022 Procurement projects.

6. ELIGIBILITY OF INDIVIDUALS

- 6.1 For FY 2021 PBB, the delivery units (Dus) of Hagonoy Water District shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a. Based on table 1, to be eligible for the FY 2021 PBB, HWD must attain a total score of atleast 70 points. To be able to attain at least 70 points, the agency should achieved 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 below 4 will be isolated from the grant of FY 2021 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the HWD Accountabilities provided in Section 5 will also be isolated from the grant of the FY 2021 PBB.
- 6.2 Eligible Dus shall be granted FY 2021 PBB at uniform rate across the HWD, including its officials and employees. The corresponding rates shall be based on the agency's achieved score.
- 6.3 The General Manager is eligible only if the HWD is eligible. If eligible, the PBB rate for FY 2021 shall be equivalent to the rates as stated in Section 7 and shall be based on their monthly basic salary (MBS) as of December 31, 2021.
- 6.4 Board Members may be eligible to the PBB with equivalent rates following Section 7 and these conditions:
 - a. The HWD 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 nine (9) months aggregated service in the position; and

- d. The HWD has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the corporate budget circular No. 22 dated December 1, 2016.
- 6.5 To be eligible for FY 2021 PBB, all employees belonging to the First, Second and Third Levels should receive a rating of at least “Very Satisfactory” based on the result agency’s CSC approved SPMS or the requirement prescribed by the CESB.
- 6.6 Personnel on detail to another government agency for six (6) months or more shall be included in the recipient agency that rated hi/her performance. Payment of the PBB shall come from the mother agency;
- 6.7 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 the recipient agency;
- 6.8 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; official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.10;
- 6.9 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 to the full grant of the PBB;
- 6.10 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 PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

LENGTH OF SERVICE	% of PBB Rate
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 requirements 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;
 - h. Sabbatical Leave.
- 6.11 An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB;

- 6.12 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification from the PBB;
- 6.13 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;
- 6.14 Officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB;

7. RATES OF PBB

TABLE 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	58.50% (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)

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