

DIPOLOG CITY WATER DISTRICT
Minaog Dipolog City

**SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING
PERFORMANCE-BASED BONUS (PBB) FOR FY 2016**

This guidelines shall be called the System of Ranking of Delivery Units for the Purpose of Granting the Performance Based-Bonus (PBB) to the Officials and Employees of the Dipolog City Water District (DCWD) for FY 2016

I. Coverage:

This guidelines shall cover all officers and employees and members of the Board of Directors of the Dipolog City Water District, excluding job-orders, agency workers and consultants.

II. Identification of Delivery Units

Based on the Water District's organizational structure, there shall only be two (2) Delivery Units identified as follows

1. Administrative, Finance & Commercial Department
2. Engineering & Operations Department

Except for the General Manager, the following are the specific personnel identified under each of the above-cited Delivery Units, viz:

Delivery Units	Positions	Name of Incumbent			
		Last	First	Middle	
1. Administrative, Finance & Commercial Department	1	Division Manager B	Gonzales	Jade	Neri
	2	Corporate Budget Officer B	Batilona	Gracella	Calasang
	3	Cashier B	Limbaring	Brigida	Villaruel
	4	Corporate Accounts Analyst	Nadala	Janet	Ratificar
	5	Industrial Relations Mgt. Asst. A	Empeynado	Ma. Genelyn	Ortega
	6	Property/Supply Officer C	Tome	Nursiva	Sali
	7	Internal Control Assistant A	Dela Peña	Cherry Lyn	Narvacan
	8	Internal Control Assistant B	Fullon	Felipe	Francisco
	9	Administration Services Assistant C	Enero	Gail Claire Antoinette	Rangas
	10	Accounting Processor A	Barabad	Colleen Phyllis	Gajunera
	11	Accounting Processor A	Junio	Amabell	Dinawanao
	12	Procurement Assistant B	Limbaring	Delfin	Cadavedo
	13	Clerk-Processor B	Dagpin	Richard Dean	Baguioso
	14	Utilities/Customer Service Officer B	Olmoguez	Elcid	Laclac
	15	Utilities/Customer Service Assistant B	Manriquez	Nabella	Galgo
	16	Utilities/Customer Service Assistant C	Martin	Leodenson	Maldo
	17	Utilities/Customer Service Assistant C	Jatico	Elmer	Ig-agao
	18	Utilities/Customer Service Assistant D	Madera	Mark Angelo	Obnimaga
	19	Utilities/Customer Service Assistant D	Ybañez	Bea Feliz	Inding
	20	Utilities/Customer Service Assistant D	Patangan	Donnabel	Duhig
21	Utilities/Customer Service Assistant D	Ualat	Rosan Hope	Bael	

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Delivery Units	Positions	Name of Incumbent			
		Last	First	Middle	
2. Engineering & Operations Dept.	22	Division Manager B	Tabada	Ruel	Dulang
	23	Water/Sewerage Maintenance Foreman	Cavan III	Felix	Zamoras
		24	Water/Sewerage Maint. Man A	Langan	Feliciano
	25	Water/Sewerage Maint. Man A	Pikit	Amado	Anyag
	26	Water/Sewerage Maint. Man A	Sendil	Joephel Rey	Barbaso
	27	Water/Sewerage Maint. Man A	Jumawan	Arnil	Jaictin
	28	Light Equipment Operator	Piala	Filipisneri	Abaa
	29	Light Equipment Operator	Maglangit, Jr.	Themestocles	Suan
	30	Engineer A	Daymiel	Kris Jeffrey	Juele
	31	Engineer A	Padogdog, Jr.	Cipriano	Cahilog
		32	Senior Water Resources Facilities Operator A	Magallanes	Marlou
	33	Water Resources Facilities Operator B	Wate	Ian	Dalaygon
		34	Water Resources Facilities Operator B	Zamoras	Perfecto
	35	Water Resources Facilities Operator B	Sumalpong	Valeriano	Palallos
	36	Water Resources Facilities Tender B	Dominguez	Melchor	Pagao
	37	Water Resources Facilities Tender B	Navarro	Romer	Aban
	38	Water Resources Facilities Tender B	Acopiado	Victor	Mindoro
	39	Water Resources Facilities Tender B	Galaura	Moises	Amora

III. PBB Eligibility Criteria

- a. Achieve at least 90% of each of the Performance Targets for the delivery of Major Final Outputs (MFO), Support to Operations (STO) and General Administration & Support Services (GASS), specified as follows:

MAJOR FINAL OUTPUT (MFO)	FY 2016 TARGET
A- WATER FACILITY & SERVICE MANAGEMENT	
PI-1 Access to Potable Water Percentage of barangays with access to potable water against the total number of barangays within the coverage area.	90.47% of total barangays within the coverage area shall have access to potable water.
PI-2 Reliability of Service % of household connections receiving 24/7 water supply	92.2% household connections receiving 24/7 supply of water

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PI-3 Adequacy	
Source capacity to meet demands for 24/7 supply of water	>100lpcd
B- WATER DISTRIBUTION SERVICE MANAGEMENT	
PI-1 Non Revenue Water Percentage of unbilled water to water production	22.00%
PI-2 Potability Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31.	average =0.2 ppm chlorine residual
PI-3 Adequacy/reliability of Service Average response time to restore service when there are interruptions based on the Citizen's Charter proposed for approval by CSC.	48 hours
SUPPORT TO SERVICES (STO)	FY 2016 TARGET
PI-1 Staff Productivity Index The Staff Productivity Index shall be one (1) staff for every one hundred (100) service connections for Category D; and one hundred twenty (120) service connections for Categories A to C	>120 active service connections: 1 employee
PI-2 Reasonableness/Affordability of water rates to consumers with access connections. Water rate for the 1st 10. cu.m. must not exceed 5% of the average income of LIG.	Minimum Charge (MC) =/ $<$ 5% of Low Income Group (LIG) income
PI-1 Customer Satisfaction Percentage of customer's complaints acted upon against received complaints	<i>100% of customer's complaints acted upon against received complaints</i>
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	FY 2016 TARGET
PI- 1 Financial Viability & Sustainability	
a. Operating Ratio (Oprtng Exp. ÷ Oper. Rev)	<100%: 1
b. Current Ratio (Current Assets ÷ Current Liabilities)	>100%: 1
c. Collection Ratio (Collection ÷ Accounts Receivables)	80%: 1

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PI- 2 Compliance to COA & LWUA Requirements	
a. Compliance with COA reporting requirements in accordance with content and period of submission.	
a.1. Balance Sheet a.2. Statement of Income & Expenses a.3. Statement of Cash Flows a.4. Statement of Government Equity a.5. Notes to Financial Statement	Annually: every March 31 of the ff. year
a.6. Report on Ageing of Cash Advance	Quarterly: every 10th working day after the end of each quarter
b. Compliance with LWUA reporting requirements in accordance to content and period of submission.	
b.1. Monthly Data Sheet	Every 15th working day of the ff. month
b.2. Balance Sheet b.3. Income Statement b.4. Cash Flow Statement	Every 10th working day of the ff. month
b.5. Approved Budget with Annual Procurement Plan	March 31, of the ff. year
b.6. Microbiological/ Physical/ Chemical/ Chlorine residual report	Every 5th working day of the ff. month

b. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-agency Task Force for FY 2016, viz:

- o Transparency Seal- shall be posted in the official website of the Dipolog City Water District and shall contain the following:
 - Mandate, Functions & Contact Information of Key Officials;
 - Financial Statements, Approved Budget and MFO Targets;
 - Major Programs and Projects Classified According to the Five Key Result Area
 - Annual Procurement Plan
 - PhilGEPS Posting - Posting of all Invitation to Bid and Awarded Contracts of the Dipolog City Water District on the Philippine Electronic Procurement Systems (PhilGEPS) website
 - Posting of the Agency's Citizen's Charter- The Dipolog City Water District shall post its Citizen's Charter at the office main entrance stipulating specifically the following:
 - Process of its Frontline Services;
 - Application Fees;

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- Time Duration;
 - Persons Responsible;
 - Documents to be presented for a certain service; and
 - Procedure for filing complaints.
- Submission of SALN
 - Payment of applicable taxes such as Franchise & Real Property taxes
 - Ranking of Delivery Units

IV. Eligibility of Individuals

Agency Head

The eligibility of the Agency Head will depend on the eligibility and performance of the Dipolog City Water District. He/She shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0. His/her PBB shall be based on the monthly basic salary as of December 31, 2016, as follows

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in <i>all</i> MFOs, , STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiencyes in <i>some</i> of its physical target/s due to <i>uncontrollable</i> reasons	57.5%
Agency achieved all GGCs, and has deficiency in <i>one</i> of its physical target/s due to <i>controllable</i> reasons	50%

Board of Directors

Subject to the separate guidelines that will be issued by LWUA.

Rank and File Personnel

- An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to 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%

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- The PBB rates of individual 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, 2016 as follows, but not lower than Php5,000
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Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

V. Source of Funds

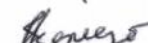
The funding sources for the PBB shall be taken from the General Fund.

VI. Effectivity

This guidelines shall take effect upon approval by the members of the Board of Directors

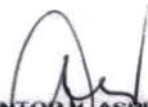
Approved this 8th day of November 2016 per Board Resolution No. 16-166.


JOSEPHINE B. LEYSON
Chairperson


FLORDELIZ A. ASENIERO
Secretary


ANDREW B. MORALLO
Vice-Chair


BENSYB C. SYBICO
Treasurer


REDENTOR V. ASPRER
Asst. Sec/Treas.