

DIPOLOG CITY WATER DISTRICT
Minaog Dipolog City

**SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING
PERFORMANCE-BASED BONUS (PBB) FOR FY 2018**

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 2018

I. COVERAGE

All officers and employees of Dipolog City Water Districts holding regular plantilla positions;

II. IDENTIFICATION OF DELIVERY UNITS

There shall only be three (3) Delivery Units identified as follows

1. Administrative & Finance Services Department
2. Commercial Services Department
3. 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
ADMINISTRATIVE & FINANCE SERVICES DEPARTMENT	Corporate Budget Specialist A	Batilona	Gracella	Calasang
	Cashier B	Limbaring	Brigida	Villaruel
	Financial Planning Specialist B	Nadala	Janet	Ratificar
	Sr. Industrial Relations Management Officer A	Empeynado	Ma. Genelyn	Ortega
	Supervising Procurement Officer	Tome	Nursiva	Sali
	Internal Control Assistant A	Dela Peña	Cherry Lyn	Narvacan
	Internal Control Assistant B	Fullon	Felipe	Francisco
	Administration Services Assistant C	Enero	Gail Claire Antoinette	Rangas
	Accounting Processor A	Barabad	Colleen Phyllis	Gajunera
	Accounting Processor A	Junio	Amabell	Dinawanao
	Procurement Assistant B	Limbaring	Delfin	Cadavedo
	Clerk-Processor B	Dagpin	Richard Dean	Baguioso
COMMERCIAL SERVICES DEPARTMENT	Division Manager B	Gonzales	Jade	Neri
	Sr. Utilities/Customer Service Officer	Olmoguez	Elcid	Laclac
	Utilities/Customer Service Assistant B	Manriquez	Nabella	Galgo
	Utilities/Customer Service Assistant A	Martin	Leodenson	Maldo
	Utilities/Customer Service Assistant A	Jatico	Elmer	Ig-agao
	Utilities/Customer Service Assistant D	Madera	Mark Angelo	Obnimaga
	Utilities/Customer Service Assistant D	Ybañez	Bea Feliz	Inding
	Utilities/Customer Service Assistant D	Patangan	Donnabel	Duhig
	Utilities/Customer Service Assistant D	Ualat	Rosan Hope	Bael

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Delivery Units	Positions	Name of Incumbent		
		Last	First	Middle
ENGINEERING & OPERATIONS DEPARTMENT	Division Manager B	Tabada	Ruel	Dulang
	Water/Sewerage Maintenance General Foreman	Cavan III	Felix	Zamoras
	Sr. Water/Sewerage Maint. Man B	Sendil	Joephel Rey	Barbaso
	Water/Sewerage Maint. Man A	Piala	Filipisneri	Abaa
	Heavy Equipment Operator	Maglangit,	Themestocles	Suan
	Supervising Engineer B	Daymiel	Kris Jeffrey	Juele
	Supervising Engineer A	Padogdog,	Cipriano	Cahilog
	Sr. Water Resources Facilities Optr.	Magallanes	Marlou	Baclion
	Water Resources Facilities Operator B	Wate	Ian	Dalaygon
	Sr. Water Resources Facilities Operator B	Zamoras	Perfecto	Refugio
	Water Resources Facilities Operator	Sumalpong	Valeriano	Palallos
	Water Resources Facilities Tender B	Dominguez	Melchor	Pagao
	Water Resources Facilities Tender B	Navarro	Romer	Aban
	Water Resources Facilities Tender B	Acopiado	Victor	Mindoro
	Water Resources Facilities Tender B	Galaura	Moises	Amora
	Welder B	Badiang	Tito	Pikit
	Chemist B	Torres	Charmaine	Guzman

III. PBB Eligibility Criteria

- **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0; OF MC No. 2018-1 of the IATF
- **Performance Targets of Agencies** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018.

Notwithstanding the above, the physical targets for LWDs is to achieve each one of the physical targets, STO and GASS indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM

IV. ELIGIBILITY OF INDIVIDUALS

The General Manager shall be eligible only if the Water District is eligible. If eligible, his/her maximum PBB rate for FY 2018 shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2018. He/she should not be included in the Form 1-Report on Ranking of Delivery Units.

The Board of Directors may be eligible to a rate equivalent to 65% of the monthly basic salary of the General Manager as of December 31, 2018 subject to the following conditions:

- The Water District has qualified for the grant of the FY 2018 PBB;
- The Director has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
- The Director has nine (9) months aggregate service in the position, and
- The Water District has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.

Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

Personnel who transferred from one government agency to another agency shall be rated and ranked 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.

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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 PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 7.8. of IATF MC No. 18-01

An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year 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 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
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:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave; and
- Sabbatical Leave

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.

Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

Officials and employees who failed to submit the 2017 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 2018 PBB.

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 February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.

Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

The General Manager should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.

Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

V. RANKING OF DELIVERY UNITS

- a. The declarations of delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

Rating of each delivery unit shall be computed as follows:

$$\frac{\text{Total average rating of all personnel under the delivery unit}}{\text{Number of personnel under the delivery unit}} = \text{Rating of Delivery Unit}$$

- b. The resulting ranking of bureaus/offices/delivery units shall be indicated in the Annex 7: Form 1- Report on Ranking of Delivery Units.

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- c. Delivery units that meet the criteria and conditions in Section III hereof are eligible to the FY 2018 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- d. Only the personnel belonging to eligible delivery units are qualified for the PBB.
- e. Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

VI. RATES OF THE ENHANCED PBB

- a. The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary based on the following categories:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

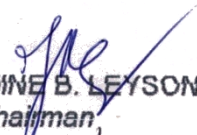
VII. SOURCE OF FUNDS

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

VIII. EFFECTIVITY

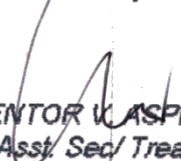
This guidelines shall take effect upon approval by the members of the Board of Directors

Approved this 21st day of September 2018 per Board Resolution No. 137 series of 2018


JOSEPHINE B. LEYSON
Chairman


FLORDELIZ A. ASENIERO
Secretary


BENSYB C. SYBICO
Treasurer


REDENTOR V. ASPRER
Asst. Sec/Treas


FR. ENRICO V. MONTANO
Member