



VICTORIAS CITY WATER DISTRICT

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SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS

1.0 BACKGROUND

- 1.1. Executive order No. 80 by the President on July 20, 2012 directed the adoption of the Performance Based Incentive System (PBIS) for Government Employees. The PBIS 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 PBIS consists of the P 5,000 across-the-board in the form of the existing Productivity Enhancement Incentive (PEI) and a 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. DBM-LWUA Memorandum Circular No. 2014-02 dated August 29, 2014 sets the guidelines in the implementation of the PBB for All Local Water Districts officers and employees and specifies the criteria and conditions for the grant of PBB for 2014.

2.0 COVERAGE

- 2.1. All officers and employees of VICTORIAS CITY WATER DISTRICT who occupy regular, casual or contractual positions shall be entitled to PBB, provided they have rendered at least nine (9) months service on the year of the grant of PBB, particularly the three (3) delivery units: Administrative Division; Commercial Division, and Production and Maintenance Division for first and secondary level employees.
- 2.2. Excluded from the grant of the PBB:
 - 2.3.1 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contract of services, or others similarly situated; and
 - 2.3.2 Personnel found guilty of administrative and/or criminal cases related to their work.

3.0 ELIGIBILITY AND RANKING OF DELIVERY UNITS

In FY 2015 PBB agencies should use the updated Form 1.0 for the report on ranking of offices/ delivery units.

Submission of Reports

- Submit two hard copies and e-copy of Forms A and A-1 Accomplishments, and other supporting documents through the AO 25 Secretariat. All forms and reports should be signed by agency head or officially designated OIC.
- COA financial reposts including Report on Ageing of Cash Advances shall be submitted directly to COA.
- DBM financial reposts including BFARs shall be submitted directly to DBM.
- Directly submit to PhilGEPS e-copies of accomplished PhilGEPSCoC on/before December 1, 2015 signed by HOPE and BAC Chair thru pbb@philgeps.gov.ph
- VICTORIAS CITY WATER DISTRICT should submit FY 2015 accomplishments using Forms A, A-1 and Form 1.0 on or before January 15, 2016.

3.1 Eligibility Criteria

To qualify for the PBB, the three (3) delivery units must comply with the following criteria:

- 3.1.1. Achieve at least 90% of each one of their performance targets for the delivery
- 3.1.2. Satisfy 1005 of the good governance conditions set by the AO 25 Interagency Task Force (IATF) for 2014 as follows;
 - 3.1.2.1 Maintain the Agency Transparency Seal
 - 3.1.2.2 Compliance of PhilGEPS Posting
 - 3.1.2.3 Compliance of Section 6 of RA 9485 or the Anti-Red Tape (ARTA)
 - 3.1.2.4 Compliance of submission and review of SALN of officials and employees.
- 3.1.3 Payment of applicable taxes.

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 PBB for FY 2015 and 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 |
| EXCLUDED (0%) | POOR Delivery Unit |

Delivery units assessed as ineligible are excluded from ranking

3.2.2 The VCWD has three (3) delivery units. The average scores of total personnel in the delivery units is ranked to determine the best, better and good delivery units, i.e. 10% of three (3) delivery units is 1 delivery unit or 1 best delivery unit, 25% of three (3) delivery units is 1.75% or 2 better delivery units, and the remaining are ranked as good.

3.3 Ranking of Individual Performance

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 ratings 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) 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 G2G shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will be included in the recipient agency.

- 3.3.7 Minimum of nine (9) months government service during FY 2015 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 effect during the rating period.

| Performance Category of Delivery Unit | INDIVIDUAL PERSONEL | | |
|---------------------------------------|------------------------------|--------------------------------------|-------------------------------|
| | BEST Performer (Outstanding) | BETTER Performer (Very Satisfactory) | GOOD Performer (Satisfactory) |
| BEST Delivery Unit | P 35,000.00 (20%) | P 20,000.00 (35%) | P 10,000.00 (45%) |
| BETTER Delivery Unit | P 25,000.00 (15%) | P 13,500.00 (30%) | P 7,000.00 (55%) |
| GOOD Delivery Unit | P 15,000.00 (10%) | P 10,000.00 (25%) | P 5,000.00 (65%) |
| POOR Delivery Unit | -0- | -0- | -0- |

- 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 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 2015. If the penalty is only a reprimand, such penalty shall not cause disqualification.

- 3.4.3 Officials and employees who failed to submit the 2014 SALN
- 3.4.4 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period.
- 3.4.5 Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2014 SALN to respective SALN repository agencies and liquidated FY 2015 Cash Advances. These will be a basis for the release of FY 2015 PBB to individuals.

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