



Republic of the Philippines
CATARMAN WATER DISTRICT
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Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2016

COVERAGE

- a. All officials and employees of the CATARMAN WATER DISTRICTS holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the district provided they have rendered at least nine(9)months service on the year grant.
- b. Excluded from the grant are job orders, laborers and apprentices and personnel found guilty of the administrative and/or criminal cases related to their work.

ELIGIBILITY CRITERIA

- a. Achieve agency performance targets at least 90% under their respective Major Final Outputs (MFOs) and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
- b. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016; and
- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance.
- d. Payment of applicable taxes.

Three MFOs

- a. Water facility Service-Management
 - a. Access to potable water-percentage of barangay with access to potable water against the total no. of barangays within the coverage of the CWD
 - b. Reliability of service-percentage of household connections receiving 24/7 supply of water
 - c. Adequacy (Timeliness)-source capacity of CWD to meet demands for 24/7 supply
- b. Water Distribution Service Management
 - a. Quantity (NRW)-percentage of unbilled water to water production.
 - b. Quality(Potability)-average deviation from PNSDW(chlorine residual)from Jan-Dec.
 - c. Timeliness (adequacy/reliability of service)-average response time to restore service when there are interruptions based on the Citizen's Charter for approval by CSC

ELIGIBILITY OF INDIVIDUALS

1. Agency Head

The agency head will depend on the eligibility and performance CWD. His PBB shall be based on the monthly basic salary as of December 31, 2016. He shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0

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

2. Board of Directors

Non ex-officio Board of Directors may be eligible to a fixed PBB rate of P 40,130.00 subject to the following conditions:

- a. CWD has qualified to the grant of the FY 2016 PBB.
- b. The Board Member has 90% attendance to duly called board meetings as certified by the Board Secretary
- c. The Board Member has nine(9) months aggregate service in the position; and
- d. CWD has submitted its FY 2016 Corporate Operating Budget to DBM within the set deadline.

3. Rank and File Personnel

- a. 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 a full grant of the PBB.
- b. 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 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 PBB rates of individual employees shall depend on the performance ranking of the district based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit(25%)	57.5%
Good Delivery Unit (65%)	50%

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM RATINGS

The SPMS-OPCR and IPCR of the officers and employees based on their actual performance as verified by the concerned personnel or officer shall be submitted to the Performance Management Team and shall be approved by the Agency Head and BOD Chair subject for the basis of PBB.

FUNDING FOR THE PERFORMANCE BASED BONUS SYSTEM

Funding to support the grant of PBB shall be charged against the District's corporate funds.

GRIEVANCE MECHANISM

The HRMO shall have the responsibility to handle, act and respond to the PBB related issues and complains raised by any office/employee.


MARISSA F. BANDAL
PMT Chairman


GUIDO A. MOLLEJON
General Manager