

BAYAMBANG WATER DISTRICT

REPUBLIC OF THE PHILIPPINES

CCC#: 119



BAYAMBANG WATER DISTRICT

GUIDELINES ON THE GRANT OF PREFORMANCE-BASED BONUS FOR YEAR 2024 FOF QUALIFIED BAYWAD EMPLOYEES ADOPTNG LWUA-DBM JMC No. 2023-1

Bayambang Water District continues to adopt and reiterates the following eligibility requirements for the grant of Performance-Based Bonus (PBB) for the year 2024 set by the Inter-Agency Task Force (IATF) Memorandum Circular No. 2023-1 dated August 22,2023 and Joint Memorandum Circular No. 2023-dated December 29,2023 by the Local Water Utilities Administration and Department of Budget and Management, viz.

COVERAGE

The Performance-Based Bonus shall be given to all qualified permanent employees of BayWaD.

ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2024 PBB, BayWaD must first satisfy the following eligibility requirements:

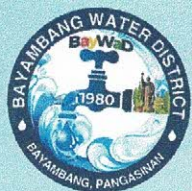
1. Compliance with the following PNSDW requirements:
 - a) Monthly summary of daily residual chlorine test results;
 - b) Twelve (12) months of compliance with microbiological test results; and
 - c) Compliance with physical-chemical test results of the LWD's source/s;
2. Current in Dept-Service Status with LWUA;
3. Existing LWUA-LWD Joint Savings Account for Reserves (for LWD with existing LWUA-LWD Loan Contract), or General Reserves (for LWD without LWUA Loan);
4. Positive Net Balance in the Average Net Income for twelve (12) months for FY 2024;
5. LWUA-approved Water Rates;
6. Compliance with Commercial Practices System for all LWDs; and
7. On-time submission of the following documents prior to the evaluation of its eligibility to FY 2024 PBB:
 - a) Monthly Date Sheet and Financial Statements (January to December 2024);
 - b) Approved LWD FY 2024 Budget;
 - c) Updated Business Plan covering FY 2024; and
 - d) FY 2024 Annual Report

BayWaD must also satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction results** and attain a total score at least 70 points based on the PBB Scoring System.

PBB FY 2024 TARGETS, ASSESSMENT AND SCORING SYSTEM

BayWaD accomplishments for each criterion shall be rated using this scoring system.

CRITERIA	MAX PTS	CONDITION
A. Performances Results	70	Actual Points Must be at least 49
B. Process Results	7	At least 90% Compliance with the Commercial Practice System (CPS) will render 7 points; below 90% will results in isolation



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C. Financial Results	10	Actual must be at least 7
D. Client/Citizen Satisfaction Results	13	At least 70% of the complaints must be acted upon, with the following equivalent points: At least 70% = 7 At least 75% = 8 At least 81% = 9 At least 86% = 10 At least 91% = 11 At least 94% = 12 At least 97% = 13
TOTAL	100	Overall Total Score must be at least 70 points

AGENCY ACCOUNTABILITIES

The Following Conditions are no longer required in determining the overall PBB eligibility of agencies, however compliance with these conditions shall be used as bases in determining eligibility of units and individuals:

- Updating of transparency Seal
- Compliance with Audit Findings and Liquidation of Cash Advances
- Compliance with Freedom of information program
- Establishment and Conduct of Agency Review and Compliance of Assets, Liabilities, and Net Worth (SALN)
- PhilGEPS posting of all invitations to bids and awarded contracts
Notices of Award/Bid Results, Actual Approved/Awarded Contracts, and Notices to Proceed/Purchased Orders for public bidding transactions above one million (Php 1,000,000.00)
- FY 2024 Non-Common Use Supplies and Equipment (APP Non-CSE)
- Posting of Indicative FY 2025 APP-Non CSE
- FY 2025 Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE)
- Results of FY 2023 Agency Procurement Compliance and Performance Indicators (APCPI) System
- Undertaking of Early Procurement Activities covering FY 2025 Procurement Projects
- Designation of the Agency's Committee on Anti-Red Tape (CART)
- Administered Client Satisfaction Measurement (CSM)
- Report on the digitalization initiatives or digital transformation of external and internal services

ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- For PBB FY 2024, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible (including its head) for the criterion/MFOs with a performance below 70% and for non-compliance with the Agency Accountabilities will also be isolated from the grant of the PBB FY 2024. To be eligible for the PBB FY 2024, the agency must attain a total score of at least **70 points**.



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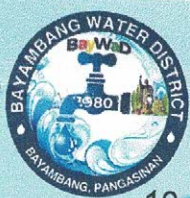


2. Eligible DUs shall be granted PBB FY 2024 at uniform rates across the agency, including its officials and employee. The corresponding rates of the PBB shall be based on the agency's total score.
3. To be eligible for PBB FY 2024, employees should receive an SPMS performance rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
4. Employees in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated the employees' performance. The payment of the PBB shall come from the mother agency.
5. 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. 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 for the full grant of PBB.
7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the 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:

- 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; and/or
 - h. Sabbatical Leave.
8. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
 9. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2024 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.



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10. Officials and employees who failed to submit the 2023 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 PBB FY 2024.

11. Officials and employees who failed to liquidate all cash advances received in FY 2024 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 PBB FY 2024.

RATES OF THE PBB

The agency's total score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary of an individual as of December 31, 2024. For illustration, see the table below:

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	58.5% 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

FUNDING SOURCE

The PBB shall be sourced from the BayWaD Corporate Budget.

Approved:

FRANCIS J. FERNANDEZ
General Manager



Ernesto J. Fernandez Bldg., Rizal Avenue, Zone II corner Juan Luna, Bayambang, Pangasinan 2423

Telephone No. (075) 632-1299

Email: gmf_fernandez@yahoo.com/baywad_pangasinan@yahoo.com

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