



**Department of Budget and Management
Local Water Utilities Administration**

MEMORANDUM CIRCULAR NO. 2014-02

August 29, 2014

TO : All Local Water Districts

SUBJECT: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2014 (Issued pursuant to Executive Order 80 and Inter-Agency Task Force Issued Guidelines)

1.0 RATIONALE:

- 1.1 Executive Order No 80 issued 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 P5,000 across-the-board bonus 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 The PBB shall be given to water district delivery units, their officers and employees, in accordance with their contribution to the accomplishment of their overall targets and commitments subject to certain criteria and conditions set forth in EO 80 and other related issuances.
- 1.4 The grant of the PBB seeks to:
 - a) Recognize and reward exemplary performance in the public sector to enhance service delivery;
 - b) Rationalize the distribution of incentives across performance categories of groups and individuals thereby moving away from across-the-board incentives over time;
 - c) Nurture team spirit towards the effective execution of operational plans by linking personnel incentives to the delivery units' performance; and
 - d) Strengthen performance and appraisal systems based on existing systems like the Organizational Performance Indicator Framework (OPIF),

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the Strategic Performance Management System (SPMS) of the Civil Service Commission, and the Results Based Performance Management System (RBPMS) provided under Administrative Order 25 of 2011.

2.0 COVERAGE

- 2.1 All officers and employees of Local Water Districts (LWDs) who occupy regular, casual or contractual positions shall be entitled to PBB, provided they have rendered at least nine (9) months of service on the year of the grant of PBB.
- 2.2 Excluded from the grant of the PEI and PBB are those hired without employer-employee relationships and paid from non-Personal Services budgets as follows:
 - (a) Consultants and experts hired to perform specific activities or services with expected outputs;
 - (b) Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;
 - (c) Student laborers and apprentices;
 - (d) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated; and
 - (e) Personnel found guilty of administrative and/or criminal cases related to their work.

3.0 DEFINITION OF TERMS

- 3.1 Major Final Output (MFO) – the good or service that a water district is mandated to provide its external clients through the implementation of programs, activities, and projects. It may be a single output or group of outputs targeted at the same organizational/sector outcome and capable of being summarized by a common performance indicator.
- 3.2 Performance Indicator (PI) – a characteristic of performance (quality, quantity, timeliness or cost) that is to be measured and will illustrate the standard by which a water district is expected to deliver its MFO. Performance indicators should be verifiable, observable, credible and sustainable.
- 3.3 Performance Target (PT) – a predetermined numerical target level of performance (quantity, quality, timeliness and cost of an output) against which actual performance can be compared.
- 3.4 Delivery units – Departments and Divisions of the LWD responsible for the achievement of the LWD's MFO and committed to performance targets which are tracked by a reporting system within the year and verified by LWUA.
- 3.5 Potability – the quality of water that renders it safe and fit for human consumption. LWD Performance with respect to this indicator shall mean compliance to the Philippine National Standards for Drinking Water (PNSDW)

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and all issuances and guidelines by the Department of Health (DOH) and the Local Water Utilities Administration (LWUA).

- 3.6 Adequacy and Reliability of Service – performance of LWD rated in accordance with 24/7 availability of supply, capacity to meet the present and future water demand.
- 3.7 Access and Coverage – performance of LWD in pursuing the goal of providing access and water service to the greater percentage of the population within their respective service areas.
- 3.8 Affordability— performance of LWD rated in accordance with their ability to ensure that their rates are kept affordable for the low income groups (LIG). It has been ascertained that a water consumption of 10 cubic meters per month will provide for the basic requirements of those in the LIG based on NSO and LGU data.
- 3.9 Low Income Group – the sector of residential consumers having the lowest capability to pay for water service. For this purpose, the minimum charge for 1/2" residential connection should not exceed 5% of the average income of the LIG in the service area. This is a measure of the reasonableness of rates and has been regarded as the maximum amount that this income group can pay for their monthly water bill.

4.0 ELIGIBILITY CRITERIA

- 4.1 To qualify for the PBB, a Local Water District must comply with the following criteria:
 - a. Achieve at least 90% of each one of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for the year;
 - b. Satisfy 100% of the good governance conditions set by the AO 25 Interagency Task Force (IATF) for FY 2014; and
 - c. Payment of applicable taxes.
 - d. Rank performance of delivery units and the personnel within these units.
- 4.2 The inability to meet any of the criteria above will render LWDs ineligible for the PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the LWDs may also be considered a ground for disqualification to the PBB, upon proper determination and due process.

5.0 FY 2014 PERFORMANCE TARGETS

- 5.1 LWD shall be evaluated based on the accomplishment of their committed targets which shall be set considering their existing performance indicators. LWUA shall evaluate the reasonableness of LWD's targets based on their

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available resources (manpower, financial and facilities) and capability to provide necessary resources.

- 5.2 To establish a standard MFOs and PIs for all Local Water Districts, the following Major Final Outputs (MFOs) and Performance Indicators (PIs) under Operations shall be adopted. Three (3) most significant *customer-oriented* indicators of output/outcome under each MFO (not internal or intermediate outputs or "throughputs," nor demand-driven outputs) and the corresponding targets.

A. Water Facility Service Management

PI 1 (Quantity) <i>access to potable water</i>	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the LWD
PI 2 (Quality) <i>reliability of service</i>	Percentage of household connections receiving 24/7 supply of water
PI 3 (Timeliness) <i>Adequacy</i>	Source capacity of LWD to meet demands for 24/7 supply of water

B. Water Distribution Service Management

PI 1 (Quantity) <i>NRW</i>	Percentage of unbilled water to water production.
PI 2 (Quality) <i>potability</i>	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31.
PI 3 (Timeliness) <i>adequacy/reliability of service</i>	Average response time to restore service when there are interruptions based on the Citizen's Charter of LWD proposed for approval by CSC

- 5.3 Two PIs under Support to Operation (STO) with the dimensions of quality and timeliness of services may consider the following options, as applicable:

PI 1	Staff Productivity Index <i>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.</i>
PI 2	Reasonableness/Affordability of water rates to consumers with access connections. <i>Water rate for the 1st 10 cu. m. must not exceed 5% of the average income of LIG.</i>
PI 3	Customer Satisfaction <i>Percentage of customer complaints acted upon against received complaints.</i>

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- 5.4 Two PIs under General Administration and Support Services (GASS), with the dimensions of quality and timeliness of services are as follows:

PI 1	Financial viability & sustainability of LWD operations (Collection Ratio, Operating Ratio, Current Ratio)
PI 2	<p>a. Compliance with COA reporting requirements in accordance with content and period of submission (Submission of five financial reports i.e. Balance Sheet, Statement of income and Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement, Report on Ageing of Cash Advance)</p> <p>b. Compliance with LWUA reporting requirements in accordance to content and period of submission</p>

- 5.5 Form A (see Annex 1) shall contain all MFO indicators and targets as in Section 5.2 and the common STO and GASS indicators and targets. The performance targets for FY 2014 should indicate an improving trend over the FY 2013 accomplishments.

- 5.6 Form A-1 (see Annex 2) shall contain the cascaded performance targets of the delivery units.

6.0 GOOD GOVERNANCE CONDITIONS

- 6.1 For FY 2014, the IATF set four good governance conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS):

- a. **Transparency Seal** - Section 91 of the General Provisions of the General Appropriations Acts of FY 2014 (or Republic Act No. 10663) mandates that, "To enhance transparency and enforce accountability, all agencies of the government, including Constitutional Offices enjoying fiscal autonomy, SUCs, GOCCs and LGUs shall maintain an official website where its transparency seal shall be posted and which shall contain the following information:
- i. the agency's mandate and functions, names of its officials with their positions and designation, and contact information;
 - ii. physical accountability reports, as required under NBC. Nos. 507 and 507-A dated January 31, 2007, respectively, financial accountability reports as required under COA and DBM JC No 2013-1 dated March 15, 2013 and such guidelines as may be issued by the DBM;
 - iii. approved budgets and corresponding targets immediately upon approval of this ACT
 - iv. major programs and projects categorized in accordance with the five key result areas under EO 43 s. 2011
 - v. the program/project beneficiaries as identified in the applicable special provisions
 - vi. the status of implementation of said program/projects and project evaluation and/or assessment reports
 - vii. the status of implementation of said program/projects and project evaluation and/or assessment reports; and

- viii. the annual procurement plan, contracts awarded and the name of contractors/suppliers/consultants

The respective heads of the agencies and their web administrators or their equivalent shall be responsible for ensuring compliance with this section.

- b. **PhilGEPS Posting** - Local Water Districts must also ensure that all invitations to bid and awarded contracts are posted in the Philippine Government Electronic Procurement System (PhilGEPS) website.

In addition, LWDs shall likewise comply with the following posting requirements:

- i. The Invitation to Bid/Request for Expression of Interest shall be posted continuously in the PhilGEPS website, the website of the procuring entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on date of advertisement, pursuant to Section 21.2.1(b) of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No.9184, otherwise known as the Government Procurement Reform Act.
- ii. The BAC, through the Secretariat, shall post within three (3) calendar days from its issuance, the Notice of Award (NOA) in the PhilGEPS website, the website of the procuring entity, if any, and any conspicuous place in the premises of the procuring entity, pursuant to Section 37.1.6 of the IRR of RA 9184.
- iii. The procuring entity, through the BAC Secretariat, shall post a copy of the Notice to Proceed (NTP) and the approved contract in the PhilGEPS website or the website of the procuring entity, if any, within fifteen (15) calendar days from the issuance of the NTP as sanctioned by Section 37.4.2 of the IRR of RA 9184.
- iv. The Local Water District shall certify PhilGEPS compliance for FY 2014 through a Certification to be issued by the BAC Chairman, and the Head of the Procuring Entity to be submitted to the IATF. Validation of this compliance shall be done by PhilGEPS. To facilitate the accomplishment of the certification, LWDs will coordinate with the PhilGEPS and include in the certification procurement with approved budget for the contracts (ABCs) costing above P500,000.

c. **Establishment of the Local Water District's Citizen's Charter**

- i. LWDs must comply with Section 6 of RA 9485 or the Anti-Red Tape Act (ARTA) which provides that "All government agencies including department, bureaus, offices, instrumentalities or government-owned and/or controlled corporations, or local government or district units shall set up their respective service standards to be known as the Citizen's Charter in the form of information billboards which should be posted at the main entrance of offices or at the most conspicuous

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place, and in the form of published materials written either in English, Filipino or in the local dialect that detail; (a) the procedure to obtain a particular service; (b) the person/s responsible for each step; (c) the maximum time to conclude the process; (d) the document/s to be presented by the customer, if necessary; the amount of fees, if necessary; and (f) the procedure for filing complaints.

- ii. Section 1 of Rule 1 of the IRR of ARTA clarifies that, "Those performing judicial and legislative functions are excluded from the coverage of the ACT, however, their respective frontline services are deemed included." Frontline service as defined in ARTA "refers to the process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession or for any modification, renewal or extension of the enumerated applications and/or request which are acted upon in the ordinary course of business of the agency or office concerned."
 - iii. LWDs are likewise mandated to periodically review their Citizen's Charter. Section 3 of the Rule IV of the IRR of ARTA also provides that, "...The head of office or agency shall formally issue and release the Charter and shall monitor and periodically review its implementation. Offices and agencies with existing service standards shall evaluate these standards to ensure compliance with the provisions of this Rule." As stated in Section 4 of the IRR, "The office or agency shall review the Citizen's Charter whenever necessary, but not less than once every two years."
 - iv. In line with the Transparency Seal condition, LWDs including attached agencies are encouraged to post their Citizen's Charter or its equivalent in their official website. They shall also be more pro-active in informing the public of these standards and measures they are taking to improve service delivery.
 - v. This good governance condition must be complied with the Administrative Service/Management Service in coordination with the frontline offices and delivery units of LWDs.
- d. **Submission of SALN** - Compliance with submission and review of the Statement of Assets, Liabilities and Net worth (SALN) of members of the board, officers and employees per RA 6713; and
- 6.2 Payment of applicable taxes. These are taxes such as franchise tax and real property tax.
- 6.3 LWDs shall ensure transparency and accountability in the implementation of the PBB through the conduct of an appropriate communications strategy, including the publication in the Water District website and the RPBMS website when completed. In the interim, Water Districts which have not or are not presently capable of having their websites can opt to use alternative means of publication (i.e. sharing of information technology facilities among WDs within the regional area).

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7.0 ELIGIBILITY AND RANKING

LWDs and their corresponding delivery units that meet the criteria and conditions in Section 4.1 are eligible to the PBB for FY 2014.

- 7.1 Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE OF CATEGORY OF DELIVERY UNIT
Top 10%	BEST Delivery Unit
Next 25%	BETTER Delivery Unit
Next 65%	GOOD Delivery Unit
Excluded(0%)	POOR Delivery Unit

- 7.2 Consequently, individual performance by LWD employees shall be derived and reflected in the following tabulation, as measured by the SPMS/Performance Evaluation System approved by the Civil Service Commission which is in effect during the rating period:

PERFORMANCE CATEGORY OF DELIVERY UNIT	INDIVIDUAL PERSONNEL		
	Best Performer (Outstanding)	Better Performer (Very Satisfactory)	Good Performer (Satisfactory)
BEST DELIVERY UNIT	P35,000.00 (20%)	P20,000.00 (35%)	P10,000.00 (45%)
BETTER DELIVERY UNIT	P25,000.00 (15%)	P13,500.00 (30%)	P7,000.00 (55%)
GOOD DELIVERY UNIT	P15,000.00 (10%)	P10,000.00 (25%)	P5,000.00 (65%)
POOR DELIVERY UNIT	-0-	-0-	-0-

- 7.2 The use of the Strategic Performance Management System (SPMS) shall be the preferable basis for the individual ranking of officers and employees of LWDs whose SPMS has been approved by the Civil Service Commission (CSC). Otherwise, the existing Performance Evaluation System (PES) shall be used. Individuals who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall **not** be eligible to the PBB.
- 7.3 LWDs should discuss and agree with the Board of Directors and the rank and file the ranking of delivery units and individuals.
- 7.4 The resulting ranking of delivery units and personnel therein shall be indicated in Form 1.0 Report on Ranking of Delivery Units and Individuals (Annex 3).
- 7.5 LWDs should ensure that the scheme is fair and transparent. LWDs are encouraged to consider 360° feedback in evaluating individual performance. LWDs should also ensure clear and shared understanding of their organization and individuals' performance targets and their respective

contributions to the overall LWD performance targets. LWDs must also make clear the treatment of non-performers. These should be considered in the LWDs' Communications Plan.

- 7.6 Mechanisms on providing feedback on employee performance progress shall be implemented and enforced.

8.0 SUBMISSION OF TARGETS, REPORTING AND VALIDATION

- 8.1 Submission of duly completed and signed forms and reports to the LWUA (two hard copies and e-copy), which shall in turn endorse one hard copy and e-copy to the AO25 Secretariat.
- 8.2 LWDs shall submit Forms A and A-1 indicating the PBB targets for FY 2014 on or before 15 September 2014.
- 8.3 LWDs shall submit the certification of compliance with SALN (see Annex 4) with the list of personnel who submitted on 2013 SALN or before 30 September, 2014.
- 8.4 Per Section 41 of Presidential Decree No. 1145, submission to COA of required financial statements and reports for audit, which include the Balance Sheet, Statement of Income and Expenses, Statement of Cash Flows, Statement of Government Equity and Notes to Financial Statements shall not be later than February 14. To be eligible for the 2014 PBB, LWDs who were unable to submit these 2013 financial reports to COA on time must comply with this requirement soonest but not later than March 31, 2014
- 8.5 LWDs must submit the Report on Ageing of Cash Advance (see Annex 5) directly to COA, on or before December 1, 2014. The cut-off date for the report on cash advances is November 15, 2014. COA will provide the IATF the list of LWDs that complied with this condition.
- 8.6 PhilGEPS will provide a system where the LWDs can directly generate the "Certificate of Compliance" in an Excel file, and update the status of bid activities whether "on-going", "cancelled", "failed", etc. The cut-off date for PhilGEPS transactions is 15 November 2014. The electronic and hard copies of the Certification shall be submitted to the AO 25 Secretariat on or before December 1, 2014.
- 8.7 For the Transparency Seal and ARTA, certification is no longer necessary since the concerned oversight agency (Regional Offices of DBM and CSC) shall be conducting random validation based on the agreed cut-off dates.
- 8.8 LWDs shall submit FY 2014 accomplishments using Forms A and A-1 on or before 30 January 2015.
- 8.9 The IATF and LWUA, shall conduct spot-check to validate claims and certifications made by LWDs.

9.0 INFORMATION AND COMMUNICATION

- 9.1 LWDs shall confirm with the IATF and LWUA the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spoke persons, respectively.
- 9.2 LWDs should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 9.3 The IATF shall maintain the following communication channels:
 - a. AO 25 Secretariat at waterdistrict_ao25secretariat@dap.edu.ph
 - b. PBIS Info Board
 - c. PCDSPO e-mail at pbb@gov.ph
 - d. Text hotline (Smart: +63920.498.9121)
 - e. Facebook (www.facebook.com – search “Performance Based Bonus”)
 - f. Twitter: @PBBSecretariat

10.0 FUNDING SOURCE

- 10.1 The performance bonus of eligible LWDs shall be sourced from their respective corporate funds.
- 10.2 LWDs are prohibited to source payment of the PBB from the following:
 - a. Loans
 - b. Subsidy from the National Government for the LWD's operations; and
 - c. Sale of the LWD's assets for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business.

11.0 EFFECTIVITY – This circular shall take effect immediately.



FLORENCIO B. ABAD
Secretary

Department of Budget and Management
and Chairman, AO25 Inter-Agency Task Force

A handwritten signature in black ink, appearing to read "Andres F. Ibarra".

ANDRES F. IBARRA
Administrator
Local Water Utilities Administration

LIST OF ANNEXES

- Annex 1: Form A (Performance Targets/Accomplishments)
- Annex 2: Form A-1 (Details of Delivery Units/Offices Performance Indicators and Targets / Accomplishments)
- Annex 3: Form 1.0 - Report on Ranking of Delivery Units and Individuals Template
- Annex 4: SALN Compliance Template
- Annex 5: Report on Ageing of Cash Advance Template

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**FORM A
PERFORMANCE TARGETS***

**Note: Same form to be used for submitting 2014 Accomplishments*

LWD NAME: _____

MFOs AND PERFORMANCE INDICATORS (1)	FY 2013 ACTUAL ACCOMPLISHMENT (2)	FY 2014 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
A. Water Facility Service Management						
2014 Budget:						
PI 1 (Quantity) access to potable water	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the LWD					
PI 2 (Quality) reliability of service	Percentage of household connections receiving 24/7 supply of water					
PI 3 (Timeliness) Adequacy	Source Capacity of LWD to meet demands for 24/7 supply of water					
B. Water Distribution Service Management						
2014 Budget:						
PI 1 (Quantity) NRW	Percentage of unbilled water to water production.					
PI 2 (Quality) potability	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31.					
PI 3 (Timeliness) adequacy/reliability of service	Average response time to restore service when there are interruptions based on the Citizen's Charter of LWD proposed for approval by CSC					

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MFOs AND PERFORMANCE INDICATORS (1)	FY 2013 ACTUAL ACCOMPLISHMENT (2)	FY 2014 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
Support to Operation (STO)						
2013 Budget:						
PI 1	<p>Staff Productivity Index</p> <p>The Staff Productivity Index of one (1) position for every one hundred (100) service connections for Category D, and one hundred twenty (120) service connections for Categories A to C, shall be strictly observed in the determination of the total number of positions in an LWD - in PI 3)</p>					
PI 2 affordability	<p>Reasonableness/Affordability of water rates to consumers with access connections. Water rate for the 1st cu.m. must not exceed 5% of the average income of LIG.</p>					
PI 3	<p>Customer Satisfaction</p> <p>Percentage of Customer Complaints acted upon against received complaints</p>					
General Administration and Support Services (GASS)						
2013 Budget:						
PI 1	<p>Financial viability & sustainability of LWD operations (Collection Ratio, Operating Ratio, Current Ratio)</p>					

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MFOs AND PERFORMANCE INDICATORS (1)	FY 2013 ACTUAL ACCOMPLISHMENT (2)	FY 2014 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
PI 2	a. Compliance with COA reporting requirements in accordance with content and period of submission <i>Submission of five financial reports i.e. Balance Sheet, statement of income and Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement, Report on Ageing of Cash Advance</i>					
	b. Compliance with LWUA reporting requirements in accordance to content and period of submission <i>i.e. Monthly Data Sheet, Balance Sheet, Income Statement, Cash Flow Statement, Microbiological/Physical/Chemical/Chlorine residual report, Approved WD budget w/Annual Procurement Plan, Annual report</i>					

Recommending Approval:

Prepared by:

Approved by:

Planning Officer

date

Budget Officer

date

Agency Head

date

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FORM A-1
DETAILS OF DELIVERY UNIT/OFFICE PERFORMANCE INDICATORS AND TARGETS*

**Note: Some form to be used for submitting 2014 Accomplishments*

LWD NAME: _____

Major Final Outputs/Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2014 TARGET for Performance Indicator 1 (3)	FY 2014 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2014 TARGET for Performance Indicator 2 (6)	FY 2014 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2014 TARGET for Performance Indicator n (9)	FY 2014 ACCOMPLISHMENT for Performance Indicator n (10)	Remarks (11)
A. Water Facility Service Management										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
B. Water Distribution Service Management										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
B. Support to Operations (STO)										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
C. General Administration and Support Services (GASS)										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
Prepared by: _____										
Planning Officer _____			Date _____		Budget Officer _____			Date _____		
Approved by: _____										
Agency Head _____			Date _____							

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Form 1.0
REPORT ON RANKING OF DELIVERY UNITS AND INDIVIDUAS

LWD NAME: _____

1.0 Summary of Information Required
1.1 Total No. of Delivery Units _____
1.2 Total No. of Delivery Units that achieved at least 90% of performance targets _____
1.3 Total No. of Filled Positions as of November 30, 2014 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB P _____

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REPORT ON RANKING OF INDIVIDUAL

LWD _____

(Please indicate applicable percentage distribution of delivery units and individuals as provided in Section 7.2)

Ranking	Name of delivery units	Rate of accomplishment of targets (in %)	Ranking of Employees			
			Ranking	No. of Employees by Salary Grade	Amount of PBB	
Best (10%)	Delivery Unit 1		Best Performer (20%)			
			Better Performer (35%)			
			Good Performer (45%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (20%)		
				Better Performer (35%)		
				Good Performer (45%)		
				Poor Performer		
			TOTAL BEST			
Better (25%)	Delivery Unit 1		Best Performer (15%)			
			Better Performer (30%)			
			Good Performer (55%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (15%)		
				Better Performer (30%)		
				Good Performer (55%)		
				Poor Performer		
			TOTAL BETTER			

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Good (65%)	Delivery Unit 1		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
	Delivery Unit 2		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
			TOTAL GOOD		
Did not meet 90% of targets (no PBB)	Delivery Unit 1				
	Delivery Unit 2				
			TOTAL POOR		
TOTAL					

Reminder: Please attach a description of the criteria and process used in rating the performance and ranking of the employees within a bureau/office/attached agency/delivery unit.

Date Submitted

Agency Head

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**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

Head of HR

Date:



Agency Head

Date:

**Certification of Compliance with
Statement of Assets, Liabilities, and Net Worth
(SALN)**

(Agency Letterhead)

**CERTIFICATION OF COMPLIANCE
SALN Submission/Filing**

This certifies that ___ employees out of ___ employees of (name of LWD) covered by RA 6713 have filed their Statement of Assets, Liabilities and Net Worth (SALN) for FY 2013. The local water district has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

This also attests that the submission of this agency's employees have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

Lastly, this certifies that this agency has already executed appropriate action against those who failed to comply with RA 6713 and have no justifiable reason not to comply.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ___ day of ___ Year ___ at (City/Municipality), Philippines.

Chairman
SALN Review and Compliance Committee

Agency Head

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(Local Water District Letterhead)
Officers and Employees Submission of SALN

DELIVERY UNIT	Total Number of Employees Covered by RA6713	Number of Employees Filed SALN	PERCENTAGE OF COMPLIANCE (%)	Name	Position	Salary Grade	Remarks
Unit 1				Employees who submitted duly accomplished SALN			
				1.			
				2.			
				3.			
				Employees with no SALN submission			
				1.			
				2.			
				3.			
				Unit 2			
1.							
2.							
3.							
Employees with no SALN submission							
1.							
2.							
3.							
TOTAL							

Prepared by:

Noted by:

Chairman
SALN Review and Compliance Committee

Agency Head



**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of _____**

Agency Name: _____
Agency Code: _____

Book No: _____
Account Title: _____
Account Code: _____

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/ Projects									
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference Expenses									
TOTALS:									

Certified Correct: _____

Approved by: _____

Head, Accounting Office

Agency Head

Verified by: _____

COA Audit Team Leader

Date Submitted: _____

Handwritten mark

Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall report to the IATF of the Agency's compliance with the Ageing of Cash Advances Good Governance condition upon their receipt of the report