



NORZAGARAY WATER DISTRICT

1639 P. DELA MERCED ST., POBLACION, NORZAGARAY, BULACAN
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MEMO 09-20, S.2022

MEMORANDUM CIRCULAR

DATE : September 21, 2022
TO : **ALL EMPLOYEES**
FROM : OFFICE OF THE GENERAL MANAGER
SUBJECT : **GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2022 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201, S. 2016**

Pursuant to Inter-Agency Task Force Memorandum Circular No. 2022-1. Norzagaray Water District hereby adopts and presents the **Guidelines/Mechanics in Ranking Officers/Delivery Units and Eligibility of Individuals for the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021**. Please see attached Guidelines/Mechanics for your reference. It is advised to all Division Managers to discuss this guideline during monthly meetings with division staff. Should there be any questions, kindly contact the Help Desk contact person (044) 913-9210 or our HR Section at (044) 815-3964.

For your information.


ENGR. AIMER B. CRUZ
General Manager



GUIDELINES/MECHANICS ON QUALIFYING OFFICERS/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2022

(Based on AITF Memorandum Circular 2022-1 dated March 24, 2022)

I. PURPOSE

Norzagaray Water District (NorWD) hereby adopts Memorandum Circular No. 2022-1 dated March 24, 2022 of the Inter-Agency Task Force on Harmonization of National Government Performance Monitoring, Information and Reporting System prescribing the guidelines on the grant of performance-based bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order No. 80, s. 2012 and executive Order No. 201, s. 2016.

Accordingly, NorWD must satisfy 100% of the PBB criteria and conditions set by AO 25 Inter-Agency Task Force (IATF) for FY 2022. The overarching goal of the PBB is to strengthen the effectiveness of the incentives system to help agencies achieve the mission-critical objectives and expected outcomes of the government.

The FY 2022 cycle shall continue to observe the simplified PBB scheme. It will sustain focus on results especially on the delivery of agency performance commitments and optimum utilization of agency budget, and make stronger the roles of agencies in ensuring accountability for results of their delivery units. Further, the FY 2022 PBB shall measure and evaluate the performance of agencies highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and strengthened agency stewardship. The FY 2022 shall facilitate a more transparent and objective assessment of performance and timely release of the PBB to eligible agencies.

II. COVERAGE

The implementation of this Circular shall be done in close coordination with the Local Water Utilities Administration (LWUA) for Local Water Districts (LWDs)

The FY 2022 PBB covers the personnel of NorWD holding regular, contractual and casual positions. Excluded are individual engaged without employer-employee relationship and funded from non-personnel services budget.

III. CATEGORY OF CRITERIA AND CONDITIONS

In relation to the targets in previous PBB cycles, the FY 2022 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability:

- Performance Results
- Process Results
- Financial Results
- Citizen/Client Satisfaction Results

Requirements set forth in the Good Governance Conditions shall no longer be included in the criteria to assess the overall eligibility of the agency in the FY 2022 PBB but compliance of such shall be used as basis in determining the eligibility of responsible units and individuals. Monitoring of their compliance shall be the primary responsibility of the Heads of the Agencies and it should be submitted directly to the oversight agencies.



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RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

Process Results

For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services consisting of one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal) as declared in the agency's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external service but not priority core service and internal service	Achieved substantial improvements to ease transaction in priority service and internal service

Financial Results

Targets under Financial Results reflect final payments made from the BWD's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2022. For agencies and GOCCs covered by the DBM such as BWD, attainment of the FY 2022 Disbursement Budget Utilization Reports (BURs).

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IV. ELIGIBILITY CRITERIA

Each agency must satisfy the criteria and conditions under four (4) dimensions of accountability; Performance Results, Process Results; Financial Results; and Citizen/Client

Satisfaction Results and attain a **total score of at least 70 points, and achieve at least a rating of four (4) for at least three (3) criteria** based on the PBB Scoring System.

- Performance Results - Accomplishment of Performance Targets
- Process Results - Achievements in ease of doing business/ease of transaction with agency as a result of streamlining, standardization, digitization, and related improvements in the delivery of services
- Financial Results - Actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects
- Client Satisfaction Results - Achievements in satisfying the quality expectations of the transacting public

V. FY 2022 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The NorWD accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2022 PBB, the agency must attain a score of at least 70 points, and achieve at least a rating of four (4) for at least three (3) criteria.

FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
TOTAL SCORE		MAXIMUM = 100 POINTS				

Performance Results

For LWDs, achieve each one of the physical targets as identified by LWUA through a separate guideline.

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RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19%	20-39%	40-59%	60-79%	80-100%
Disbursements BUR	Disbursements BUR	Disbursements BUR	Disbursements BUR	Disbursements BUR

Citizen/Client Satisfaction Results

Accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS) and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).

RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% rate complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% rate complaints resolved and at least 100% compliance rate to #8888 and CCB

VI. AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT), shall continue to implement, monitor, and enforce compliance with the following requirements:

AGENCY ACCOUNTABILITIES	
Existing Agency Accountabilities	<ol style="list-style-type: none"> a. Updating of Transparency Seal b. Compliance to Audit Findings and Liquidation of Cash Advances c. Compliance with Freedom of Information (FOI) Program d. Submission and Review of Statement of Assets, Liabilities and New Worth (SALN) e. PHILGEPS posting of all invitations to bids and awarded contracts f. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE) g. Posting of Indicative FY 2023 APP-non CSE

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	<ul style="list-style-type: none"> h. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) i. Results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System j. Undertaking of Early Procurement Activities covering FY 2023 Procurements Projects
New Agency Accountabilities beginning FY 2022 PBB	<ul style="list-style-type: none"> k. Designation of the Agency's Committee on Anti-Red Tape (CART) l. Compliance with the National Competition

VII. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- a. Delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
- b. Eligible Delivery Units shall be granted FY 2022 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- c. To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least **"Very Satisfactory"** based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- d. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
- e. 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.
- f. 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 the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- g. 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.

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- h. 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 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
 - h. Sabbatical Leave
- i. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of PBB.
- j. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 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.
- k. Officials and employees who failed to submit 2021 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 2022 PBB.
- l. Officials and employees who failed to liquidate all cash advances received FY 2022 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 2022 PBB.

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VIII. RATES OF PBB

The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% Monthly Basic Salary (MBS) of an individual as of December 31, 2022. For illustration, see 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)

IX. TIMELINESS AND SUBMISSION /POSTING OF REPORTS AND REQUIREMENTS

- The Quarterly BFARS of the agencies, as uploaded in the DBM URS, shall be submitted in a timely manner, i.e., within thirty (30) days after the end of each quarter. BFARS will be used to assess and validate Performance Results.
- All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen Client/Client Satisfaction Results on or before February 28, 2023, thru an electronic submission (scanned copy of the official submission and editable MS Word or Excel files for use of the AO secretariat.)
- Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their submission.
- The AO 25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- Agencies are encouraged to provide information to the AO 25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.

X. EFFECTS OF NON-COMPLIANCE

- A LWD which after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.



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- CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular.

XI. COMMUNICATION AND CHANGE MOVEMENT

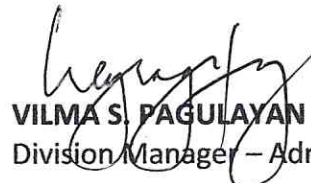
Head of agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:

- a. Engage their respective employees in understanding PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
- b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
- d. Set up Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.

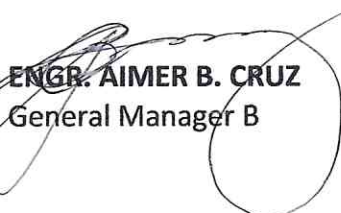
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