

REPORT ON RANKING OF DELIVERY UNITS

Metro Kidapawan Water District

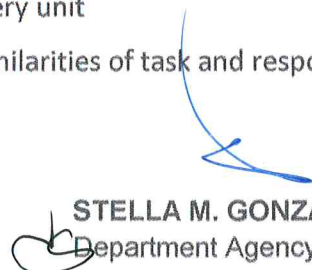
1.0 Summary of Information Required:

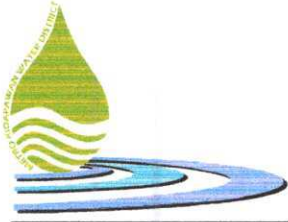
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units	6
1.2 Total No. of Bureau/Offices/Attached Agencies/Delivery Units that achieved their performance targets	6
1.3 Total No. of Filled Positions as of November 30, 2020	162
1.4 Total No. of Officials and Employees Entitled to PBB	185
1.5 Total Amount Required for Payment of PBB (including that of BOD)	P3,476,196.00

Note:

- There shall no longer be ranking of individuals within the delivery unit
- Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best Unit

Date Submitted


STELLA M. GONZALES, MPS
 Department Agency Head



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT

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"Committed to Service, Development and Self-Reliance"



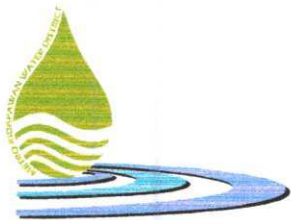
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 Cert. No. 66478

**METRO KIDAPAWAN WATER DISTRICT
 SYSTEM OF RANKING DELIVERY UNITS
 AND ELIGIBILITY OF INDIVIDUALS**

**FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020
 (Based on Inter-Agency Task Force Memorandum Circular No. 2020-1)**

1. The Delivery Units must achieve their performance targets to qualify for the grant of the PBB. The Major Final Outputs (MFOs) and Performance Indicators (PIs) identified by the Local Water Utilities Administration (Using Form A) shall be used as basis in assessing the Metro Kidapawan Water District performance and determining the eligibility for the PBB;
2. Metro Kidapawan Water District must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) for FY 2020;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best Delivery Unit.
4. Delivery Units pursuant to the LWD MaCRO are as follows:
 - a. Office of the General Manager
 - b. Office of the AGM for Operations
 - b.1 Engineering and Operations Department
 - b.2 Water Resources and Production Department
 - b.4 Maintenance Department
 - b.3 Administrative and Human Resource Department
 - c. Office of the AGM for Admin and Finance
 - c.1 Finance Services Department
 - c.2 Commercial Services Department
5. The resulting ranking of delivery units shall be indicated in Form 1.0;
6. There shall no longer be ranking of individuals within the delivery unit;
7. As per IATF Memorandum Circular No. 2020-1 dated June 02, 2020, PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2020, as follows:

PERFORMANCE CATEGORY OF DELIVERY UNITS	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better delivery Unit	57.5%
Good Delivery Unit	50%



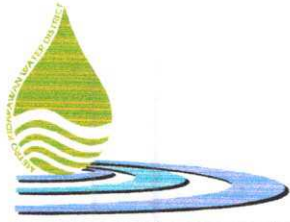
METRO KIDAPAWAN WATER DISTRICT SYSTEM OF RANKING DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS

FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020 (Based on Inter-Agency Task Force Memorandum Circular No. 2020-1)

8. Employees belonging to the First and Second levels shall have a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units;
9. An official or employee holding regular plantilla position and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory rating may be eligible to the full grant of the PBB;
10. An employee who transferred from one delivery unit to another delivery unit shall be rated where he/she served the longest;
11. An officer 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 the 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%

12. 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;
 - e. Maternity leave and /or Paternity leave;
 - f. Vacation or Sick leave with or without pay;
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave



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13. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of the PBB;
14. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty will not cause the disqualification to the PBB;
15. Officials and employees who failed to submit the 2019 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 2020 PBB;
16. Officials and employees who failed to liquidate all cash advances received in FY 2020 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 2020 PBB;
17. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

Prepared by:

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AGM for Admin & Finance

Approved by:

STELLA M. GONZALES, MPS
General Manager



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METRO KIDAPAWAN WATER DISTRICT FY 2020 PERFORMANCE BASED BONUS

Pursuant to LWUA-DBM Joint Memo Circular 2018-01 dated October 22, 2018, below is the requested information regarding **METRO KIDAPAWAN** Water District FY 2020 PBB.

I.	GOOD GOVERNANCE CONDITIONS	ANSWER	QUALIFYING REMARKS
IA.	DOES YOUR DISTRICT MEET THE TRANSPARENCY SEAL REQUIREMENT, INCLUDING THE SEVEN (7) PARAMENTERS? (Y/N)	YES	Transparency seal requirement including the 7 parameters were all complied
IB.	DO YOU COMPLY WITH PHILGEPS POSTING AND CERTIFICATION? (Y/N)	YES	PhilGEPs postings and certifications were complied within the timeline
IC.	IS YOUR CITIZEN'S CHARTER CSC CERTIFIED, STILL POSTED IN YOUR OFFICE AND PRACTICED? (Y/N)	YES	Complied as required
ID.	HOW MANY OF YOUR MGT/STAFF SALN WERE SUBMITTED TO THE OMBUDSMAN? (No.) HOW MANY OF YOUR BOD SALN WERE SUBMITTED TO OMBUDSMAN?	YES	SALN CY 2019 is 100% submitted to Ombudsman BOD = 4/5 MGT/STAFF = 182/182 (One of the BODs with individual filing of SALN)
IE.	IS YOUR COA-REQUIRED-REPORTS SUBMITTED AND ACKNOWLEDGED? (Y/N)	YES	100% complied as required
IF.	HOW MUCH IS YOUR FY 2020 PBB BUDGET? (AMOUNT) IS IT INCLUDED IN YOUR FY 2018 BUDGET? (Y/N)	YES	2018 PBB/PBI budget is P 3,476,196.00
II.	MPO/PI		
IIA.	DID YOU SUBMIT FORM A/A1? (Y/N)	YES	Submitted and posted at MKWD website
IIB.	BASED ON YOUR OWN SELF EVALUATION ARE YOU QUALIFIED TO RECEIVE THE FY 2020 PBB? (Y/N)	YES	MKWD is 100% compliant to 2020 PBB requirements
IIC.	DID YOUR DISTRICT SUBMIT FORM 1.0? (Y/N) DATE?	YES	Guidelines on Rating and Ranking System was posted at MKWD's website

NOTES:

- A. THE GUIDELINE IS FOUND IN THE AO251ATF or DBM or LWUA WEBSITES. PLEASE MAKE SURE THAT YOUR ANSWERS ARE SUPPORTED BY DOCUMENTS/OFFICIALLY-SIGNED PAPERS. EXAMPLE, IN ID ABOVE, YOU MUST HAVE RECEIPTED SALN DOCUMENTS IN THE NUMBER YOU STATED HERE.
- B. SIGNED PAPERS. EXAMPLE, IN ID ABOVE, YOU MUST HAVE RECEIPTED SALN DOCUMENTS IN THE NUMBER YOU STATED HERE.
- C. THIS IS NOT LWUA'S EVALUATION OF YOUR DISTRICT'S COMPLIANCE TO PBB GUIDELINES, BUT IT IS A STATEMENT OF YOUR INTENTION TO AVAIL OF FY 2020 PBB.

SUBMITTED BY:

STELLA M. GONZALES, MPS
 HEAD OF AGENCY