

FORM A
DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT FY 2017

DEPARTMENT/AGENCY: **MONCADA WATER DISTRICT**



MFOs and PERFORMANCE INDICATORS	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS	
A. WATER FACILITY SERVICE MANAGEMENT							
Performance Indicator 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 district	> 32 out of 32 barangays	> 32 out of 32 barangays	> MWD/ Commercial and Technical Sections	> 32 out of 32 barangays	> 100%	> installation of additional main distribution lines
Performance Indicator 2 (Quality) > Reliability of service	> percentage of household connections receiving 24/7 supply of water	> 100% active service connections with access to 24/7 water supply;	> 100% active service connections with access to 24/7 water supply	> MWD/ Technical Sections	> 24/7 availability and access of potable water	> 100%	> proper monitoring of water supply pressure
Performance Indicator 3 (Timeliness) > Adequacy	> source capacity of the water district to meet demands for 24/7 supply of water	> 1.17 : 1	> 1.17 : 1	> MWD/ Technical Sections	> 1.18: 1	> 100%	> proper maintenance of eight (8) pump stations and four (4) overhead tanks
B. WATER DISTRIBUTION SERVICE MANAGEMENT							
Performance Indicator 1 (Quantity) > NRW	> percentage of unbilled water to water production	> 19%	> 20%	> MWD/ Commercial/ Technical Sections	> 19%	> 100%	> constant monitoring of meters
Performance Indicator 2 (Quality) > Potability	> average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31, 2017	> 0.30 ppm	> 0.30 ppm	> MWD/ Technical Section	> 0.30 ppm	> 0.30 ppm	> monthly monitoring of chlorine residuals

MFOs and PERFORMANCE INDICATORS		DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	CCOMPLISHMEN RATE	REMARKS
Performance Indicator 3 (Timeliness) > Adequacy/Reliability of Service	> average response time to restore service when there are interruptions based on the Citizens Charter of LWD proposed for approval by CSC	> 30 minutes response time to restore water service and one hour response time for leakages	> 30 minutes response time to restore water service and one hour response time for leakages	> MWD/ Technical	> 30 minutes restoration time to restore water service and one hour response time for leakages	> 100%	> 7 out of 8 pump stations are equipped with available stand-by generator sets
C. SUPPORT TO OPERATION (STO)							
Performance Indicator 1	> Staff Production Index * 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 a LWD	> 301:1	> 301:1	> MWD/ Adminis- trative	> 326:1	> 100%	> job order employees were hired to augment permanent employees
Performance Indicator 2 > Affordability	> reasonableness/affordability of water rates to consumers with access connections. Water rate for the first cubic meter must not exceed 5% of the average income of LIG	> 5% average income of LIG : P600.00 minimum charge - P185.00	> 5% average income of LIG : P600.00 minimum charge P185.00 (no increase in water rates)	> MWD/ Administrative/ Commercial	> 5% average income of LIG: P600.00 minimum charge: P185.00 (no increase in water rates)	> 100%	> no increase in water rates

MFOs and PERFORMANCE INDICATORS		DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	COMPLISHMENT RATE	REMARKS
Performance Indicator 3	> Customer Satisfaction * percentage of consumers complaints acted upon against received complaints	> complaints received: 221 > complaints acted upon : 221 > <u>221</u> 100% 221	> 100% of total complaints received acted upon	> MWD/ Administrative/ Commercial/ Technical Sections	> complaints received 305 > complaints acted upon : 305	> 100%	> immediate repair/ maintenance works within one hour upon acceptance of reports

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) ENGR. ROGELIO B. MINA JR. GENERAL MANAGER							
Performance Indicator 1	> financial viability and sustainability of LWD operations (collection ratio, operating ratio, current ratio)	> collection ratio = 71% > operating ratio = 74% > current ratio = 5.02:1	> collection ratio = 70% > operating ratio = 74% > current ratio = 5.02:1	> MWD	> collection ratio: 68% > operating ratio: 67% > current ratio: 5.41:1	> collection ratio: 97% > operating ratio: 110.00% > current ratio: 108%	> strict implementation of disconnection policy
Performance Indicator 2	a. compliance with COA reporting requirements in accordance with content and period of submission * submission of five (5) 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	> Balance Sheet - Feb 15, 2016 > Statement of Income and Expenses - Feb 15, 2016 > Statement of Cash Flows Feb 15, 2016 > Statement of Government Equity Feb 15, 2016 > Notes to Financial Statement Feb 15, 2016 > Report on Ageing of Cash Advance Nov. 21, 2016	> Balance Sheet - Feb. 15, 2017 > Statement of Income and Expenses - Feb. 15, 2017 > Statement of Cash Flows Feb. 15, 2017 > Statement of Government Equity Feb. 15, 2017 > Notes to Financial Statement Feb. 15, 2017 > Report on Ageing of Cash Advance Nov. 30, 2017	> Accounting	> Balance Sheet - Feb. 15, 2017 > Statement of Income and Expenses - Feb. 15, 2017 > Statement of Cash Flows Feb. 15, 2017 > Statement of Government Equity Feb. 15, 2017 > Notes to Financial Statement Feb. 15, 2017 > Report on Ageing of Cash Advance Nov. 29, 2017	> 100%	> on time submission prior to deadline

MFOs and PERFORMANCE INDICATORS	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	COMPLISHMENT RATE	REMARKS	
	b. compliance with LWUA reporting requirements in accordance with content and period of submission. * monthly data sheet, balance sheet, income statement, cash flow statement, micro-biological/physical/chemical chlorine residual report, approved WD budget with annual procurement plan, annual report.	> compliance with LWUA reporting requirements: Monthly Data Sheet January to December Income Statement January to December Cash Flow Statement January to December Microbiological/Physical/Chemical January to December Approved WD budget with annual Procurement Plan December 9, 2016	> compliance with LWUA reporting requirements: Monthly Data Sheet January to December Income Statement January to December Cash Flow Statement January to December Microbiological/Physical/Chemical January to December Approved WD budget with annual Procurement Plan December 16, 2017	> Accounting	> compliance with LWUA reporting requirements: Monthly Data Sheet January to December Income Statement January to December Cash Flow Statement January to December Microbiological/Physical/Chemical January to December Approved WD budget with annual Procurement Plan December 12, 2017	> 100%	> submitted on time

Prepared by:  Date: 1/31/2018	Approved by:  Date : 1/31/2018
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FORM A - 1
DETAILS OF DELIVERY UNIT/OFFICE PERFORMANCE INDICATORS AND TARGETS

LWD NAME: **MONCADA WATER DISTRICT**

Major Final Output/ Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2017 TARGET FOR PERFORMANCE INDICATOR 1 (3)	FY 2017 ACCOMPLISHMENT for PERFORMANCE INDICATOR 2 (4)	PERFORMANCE INDICATOR 2 (5)	FY 2017 TARGET FOR PERFORMANCE INDICATOR 2 (6)	FY 2017 ACCOMPLISHMENT for PERFORMANCE INDICATOR 2 (7)	Performance Indicator n (8)	FY 2017 TARGET FOR PERFORMANCE INDICATOR n (9)	FY 2017 ACCOMPLISHMENT for PERFORMANCE INDICATOR n (10)	REMARKS (11)
A. WATER FACILITY SERVICE MANAGEMENT										
Delivery Unit 1	access to potable water	32 out of 32 barangays	32 out of 32 barangays	reliability of service	100% of all active SC are receiving 24/7 supply of water	100% of all active SC are receiving 24/7 supply of water	adequacy	1.17 : 1	1.18 : 1	PI 1 - installation of additional main distribution lines PI 2 - proper monitoring of water supply pressure PI 3 - proper maintenance of 8 pump stations and 4 overhead tanks
B. WATER DISTRIBUTION SERVICE MANAGEMENT										
Delivery Unit 1	NRW	20%	19%	potability	0.30 ppm	0.30 ppm	adequacy/ reliability of service	30 minutes response time	30 minutes response time	PI 1 - constant monitoring of meters PI 2 - monthly monitoring of chlorine residuals PI 3 - 7 out of 8 pump stations are equipped with available stand-by generator sets
C. SUPPORT TO OPERATION (STO)										
Delivery Unit 1	staff production index	301:1	326:1	affordability	5% average income of LIG = P600.00 min charge =P185.00	5% average income of LIG = P600.00 min charge =P185.00	customer satisfaction	221 complaints acted upon	305 complaints acted upom (305 complaints received)	PI 1 - job order employees were hired to augment permanent employees PI 2 - no increase in water rates PI 3 - immediate repair/ maintenance works within one hour upon acceptance of reports

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

Delivery Unit 1	financial viability and sustainability	collection ratio = 70% operating ratio = 74% current ratio = 5.02:1	collection ratio = 68% operating ratio = 67% current ratio = 5.41:1	compliance with COA	complied/ submitted on time	complied/ submitted on time	compliance with LWUA	complied/ submitted on time	complied/ submitted on time	PI 1 - strict implementation of disconnection policy PI 2 - on time submission PI 3 - submitted on time
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Prepared by:

Approved by:


ADELAIDA G. MEJIA
 AGSO A

Date


ENGR. ROCELIO B. MINA JR.
 GENERAL MANAGER

Date: 1/31/2018

ANNEX 5
FORM 1.0

REPORT OF RANKING OF DELIVERY UNITS

Department/Agency: **MONCADA WATER DISTRICT**

1.0 Summary of Information Required
1.1 Total No. of Delivery Units <u> 3 </u>
1.2 Total No. of delivery Units that achieved their performance targets <u> 3 </u>
1.3 Total No. of Filled Positions as of December 31, 2017 <u> 21 </u>
1.4 Total No. of Officials and Employees entitled to PBB <u> 21 </u>
1.5 Total Amount Required for Payment of PBB PHP <u> 233,792.70 </u>

REPORT ON RANKING OF DELIVERY UNITS

Department/Agency: **MONCADA WATER DISTRICT**

Details of Head of Agency			
Name	Salary Grade	Months in Service in 2017	Amount of PBB
Engr. ROGELIO B. MINA, JR.	26	12	54,926.30

RANKING	NAME OF DELIVERY UNITS	RATE OF ACCOMPLISHMENT OF TARGETS (IN %)	LIST OF EMPLOYEES			
			NAME OF EMPLOYEE	SALARY GRADE (AND STEP INCREMENT)	MONTHS IN SERVICE	AMOUNT OF PBB
2.1 BEST DELIVERY UNIT	ADMINISTRATIVE SECTION	100%	ADELAIDA G. MEJIA	16	12	19,757.40
			GUILLERMO M. SORIENTE	14	12	16,622.45
			JOYCE REGINE Y. JOCSON	6	12	9,003.15
			MARCELO P. FERRER	4	12	7,970.30
			TOTAL BEST			53,353.30
2.2 BETTER DELIVERY UNIT	COMMERCIAL SECTION	100%	JOAN D. LAZARO	12	12	12,434.95
			GIL S. RILLERA	10	12	10,571.40
			LETICIA D. SACALAMITAO	8	12	9,182.20
			DEL M. OBILLO	6	12	8,034.50
			JOHNNY S. AÑIS	6	12	8,034.50
			AMBIE JAMES M. NICOLAS	7	12	8,240.35
			ARIEL C. GABRIEL	4	12	6,989.10
			GABRIEL G. GABRIEL	3	12	6,547.50
			ALVIN G. MEJIA	3	12	6,547.50
			JUNE D. ISIDRO	1	12	5,739.10
			TOTAL BETTER			82,321.10
2.3 GOOD DELIVERY UNIT	MAINTENANCE SECTION	100%	JOSE C. NIEGOS	14	12	12,786.50
			RODERICK L. DAGDAGAN	8	12	8,137.50
			RAUL B. DASER	3	12	5,744.00
			PATRICK JOHN V. RAÑESES	3	12	5,744.00
			HERMAN V. OBILLO	3	12	5,744.00
			ALLAN S. DAILEG	1	12	5,036.00
						TOTAL GOOD

2.4 DID NOT MEET TARGETS (NO PBB)						
				NONE		
				TOTAL POOR		
2.5 DID NOT SUBMIT SALN						
				NONE		
				TOTAL did not submit SALN		
2.6 DID NOT LIQUIDATE CASH ADVANCE WITHIN REGULATORY PERIOD						
				NONE		
				TOTAL did not liquidate CASH ADVANCE within regelemantary period		
2.7 DID NOT SUBMIT SPMS FORMS						
				NONE		
				TOTAL DID SUBMIT SPMS FORMS		

2.8 EXCLUDED DUE TO OTHER REASONS (i.e. responsible for not submitting APP, APCPI, or others)						
			NONE			
			TOTAL EXCLUDED DUE TO OTHER REASONS			

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

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

- > The General Manager's PBB rate for the FY 2017 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the FORM 1.01 Report on Agency Rating and Ranking.

- > The Performance-Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by the Executive Order No. 65, series of 2012, subject to the following conditions:
 - * The LWD has qualified for the grant of the FY 2017 PBB;
 - * The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - * The Board Member has nine (9) months aggregate service in the position; and
 - * The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.


- > All officers and employees of Moncada Water District who occupy regular, coterminous and casual position shall be entitled to PBB and must meet the following criteria:
 - * Must have rendered at least nine (9) months of service during the fiscal year;
 - * Must have a SATISFACTORY RATING under CSC approved SPMS;
 - * Must have NO outstanding cash advances as of November 2017; and
 - * Must comply with the submission of SALN per RA 6713.

- > In determining the number of personnel to be ranked, the total number of filled plantilla positions shall be considered, including those who are on leave of absence but reported back and served at least nine (9) months by the end of 2017 and those who rendered a minimum of three (3) months but less than nine (9) months of service due to being a newly hired employee, retirement, resignation, rehabilitation leave, maternity leave, vacation and sick leave with or without pay, scholarship/study leave and sabbatical leave and with at least SATISFACTORY rating, shall be eligible for the grant of PBB on a pro-rata basis. Refer to the table below:

LENGTH OF SERVICE	% OF PBB
8 months but not less than 9 months	90%
7 months but not less than 8 months	80%
6 months but not less than 7 months	70%
5 months but not less than 6 months	60%
4 months but not less than 5 months	50%
3 months but not less than 4 months	40%

- > Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executory judgment shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
- > Officers and rank and file employees shall be evaluated based on the rating obtained under the CSC approved Individual Performance Commitment and Review (IPCR).
- > The rate of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of individual's monthly basic salary on the following categories:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
BEST DELIVERY UNIT	0.65
BETTER DELIVERY UNIT	0.575
GOOD DELIVERY UNIT	0.50


Engr. ROGELIO B. MINA, JR.
 General Manager

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