



LOCAL WATER UTILITIES ADMINISTRATION

P.O. BOX 34, U.P. Post Office, Katipunan Avenue, Balara, Quezon City
Tel No.: 920-5581 to 99; 920-56-01 Fax No.: (632) 922-34-34
Administrator's Direct Line: (02) 929-61-07
LWUA Website: www.lwua.gov.ph

September 29, 2015

MEMORANDUM CIRCULAR NO. 013.15

TO : ALL WATER DISTRICTS

SUBJECT : **Guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year 2015 under Executive Order No. 80**

All Water Districts are hereby informed that the guidelines for the PBB FY 2015 have been issued by the AO25 Inter Agency Task Force through Memorandum Circular No. 2015-01 dated August 12, 2015. These guidelines specify new requirements such as:

1. Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
2. Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
3. Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
4. Compliance with Section 3e of Administrative Order (AO) No. 46 s. 2015 which requires agencies to submit their respective Annual Procurement Plan (APP);
5. Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively.
6. Posting of the following in the Agency Transparency Seal
 - Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable
 - System of ranking delivery units and individuals not later than October 30, 2015.

In addition, the submission of the Certificate of Compliance with SALN is no longer required. However, Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015). Also, liquidation of Cash Advances for FY 2015 by officials and employees should be observed within the reglementary period. The SALN submission and CA liquidation will be basis for the release of FY 2015 PBB to individuals.

The APP to be submitted to the GPPB should include all procurement projects considered crucial to the efficient discharge of the day to day operations and functions of the procuring entity (PE), as contemplated in Section 7 of the revised Implementing Rules and Regulations of Republic Act No. 9184. The APP must contain all procurement items for the

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year, regardless of the mode of procurement, stating the following information, among others: (1) Name of project/procurement; (2) Project management office or end-user unit; (3) General description of the project/procurement; (4) Procurement methods to be adopted; (5) Time schedule for each procurement activity; (6) Source of funds; and (7) Budgetary estimate.

As provided in Memorandum Circular No. 2015-01, Water Districts shall be guided by the following Timeline for FY 2015:

Activity	Deadline
Submission of FY 2014 Financial Reports to COA	On or before March 31, 2015
Submission of FY 2014 Financial Reports to CCA (for Big Agencies)	On or before April 30, 2015
Posting of Agency system of ranking delivery units and individuals	On or before October 30, 2015
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2015 as cut off)	On or before December 1, 2015
Submission of Certificate of Compliance with PhilGEPS (with November 15, 2015 as cut-off)	On or before December 1, 2015
<i>Note: Certificate of Compliance for Transparency Seal and Citizen's Charter will not be submitted to DBM-OCIO and CSC. Pre-Assessment will be conducted by the validating agencies starting October 1, 2015. Agencies should ensure compliance to the requirements.</i>	
Submission of accomplishments using Forms A, A1, B, C, and Form 1.0 (See Annexes 1, 2, 3, 4, 5) a. With December 31, 2015 as cut off date	On or before January 15, 2016
Submission of APP	Within the first month of the year until before end of April 2015
Validating of QMS Certification/Operations Manual Submission	On or before January 15, 2016
Validating of 2 nd STO Indicator as identified by head of agency	On or before January 15, 2016

Copies of IATF Memorandum Circular No. 2015-01 and other reference materials may be downloaded from the following sites:

- www.dap.edu.ph/rbpms/policies-issuances
- www.lvua.gov.ph



ANDRES F. IBARRA
Administrator