



PEÑARANDA WATER DISTRICT

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MEMORANDUM

DATE : SEPTEMBER 18, 2020
TO : ALL CONCERNED EMPLOYEES
FROM : GENERAL MANAGER

Please be informed that pursuant to LWUA/DBM Joint Memorandum Circular No. 2020-01, IATF EO No. 80 s.2012 and EO No.20, this Office hereby adopt the guidelines to facilitate ranking of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2020.

Attached herewith is the copy of the Guidelines/Mechanics in Ranking Offices/delivery units for the grant of Performance Based Bonus (PBB) FY 2020.

Be guided accordingly


MARLON J. ABESAMIS
General Manager

Conforme:

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GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2020

The Peñaranda Water District (PWD) has two (2) delivery units: Administrative, Finance & Commercial and Construction, Maintenance & Production for Fiscal Year 2020. The PWD's Plantilla of Personnel (POP) has thirty-six (36) filled positions: the Head of Agency, eighteen (18) employees from Administrative/Commercial and seventeen (17) employees from Engineering.

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to LWUA/DBM Memorandum Circular No. 2020-01, IATF E.O. No. 80 s., 2012 and E.O. No. 201 dated May 12, 2016, the following are mechanics to facilitate ranking of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2020.

1. For delivery units, ranking will be based on the following:

1.1 Form A or Department/Agency Performance Report FY 2020 that has been evaluated by the Local Water Utilities Administration (LWUA), Department of Budget and Management (DBM) and other validating agencies, wherein:

1.1.1 The delivery unit must have achieved at least 90% of each of the FY 2020 performance for each applicable performance indicator.

1.1.2 The delivery unit that fails to attain at least 90% of each of the performance targets shall be excluded in the forced ranking and shall no longer be eligible to PBB for FY 2020.

1.2 Use of Civil Service Commission (CSC) Approved Strategic Performance Management System (SPMS), wherein:

1.2.1 In order to measure the achievement of delivery units, the average rating of all the employees' Individual Performance Commitment Review (IPCR) responsible for the two delivery units will be calculated distinctly (Administrative, Finance & Commercial and Construction, Maintenance & Production);

1.2.2 Forced ranking will then followed. The delivery unit with a higher average rating will be ranked as Best and the remaining delivery unit will be ranked as Better. Good delivery unit will no longer be applicable if both delivery units are eligible or have attained the said percentage of performance targets;

1.3 The resulting ranking of delivery units shall be indicated in the Form 1.0, as follows:

Form 1.0	
REPORT ON RANKING OF DELIVERY UNITS	
Agency:	
1.0 Summary of Information Required	
1.1 Total No. of Delivery Units	
1.2 Total No. of Delivery Units that achieved their performance targets	
1.3 Total No. of Filled Positions as of December 31, 2020	
1.4 Total No. of Officials and Employees Entitled to PBB	
1.5 Total Amount Required for Payment of PBB Php	

2. The basis of eligibility of personnel will be measured thru the following:

2.1 Ranking of individual employees within a delivery unit is no longer necessary;

2.2 The Head of Agency's eligibility to PBB shall be based on the eligibility and performance of the respective agency. If eligible, their maximum PBB rate shall be equivalent to 65% of their monthly basic salary as of December 31, 2020 and should not be included in Form 1- Report on Ranking of Delivery Units.

2.3 The Board of Directors' PBB shall be based on the provisions set by Executive Order No. 65, Series of 2012 subject to the following conditions:

- The Water District has qualified for the grant of the FY 2020 PBB;
- The Board Member has 90% attendance to duly called board meetings as certified by the Board Secretary;
- Has 11 months aggregated service in the position;
- The Water District has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and,
- Submission of Board Member's FY 2020 accomplishments.

2.4 Only the personnel belonging to eligible delivery units are qualified for the PBB;

2.4.1 Personnel belonging to eligible delivery units must meet the following requirements:

- Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where she served the longest. If equal months were served for each agency, he/she will be included in the receipt agency;

- 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 PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency;
- must have rendered a minimum of nine (9) months of service for the year ending December 31, 2020 and with at least Satisfactory rating;
- an 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service, 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%

- An employee who may not meet the nine-month actual service requirement can be considered for PBB on a pro-rata basis based on the following valid reasons:
 - a. Being a 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
- An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB;
- Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020 shall not be entitled to the PBB. If penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

- Official and employees must have submitted the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, series of 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;
- Official and employees should not fail to liquidate within the reglementary period the Cash Advances received in FY 2020 as required by the COA;
- Official and employees should not fail to submit their complete SPMS Forms;
- Agency Head should ensure the submission of SALN to the respective repository agencies, the liquidation of Cash Advances for FY 2020 and the complete SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individual;
- Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department /Agency fails to comply with any of these requirements.
- The amount of PBB of individual employees shall be based on the performance ranking of delivery unit where they belong and, on the individual's monthly basic salary as of December 31, 2020 as shown in the table below.

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

Prepared by:


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