



PEÑARANDA WATER DISTRICT

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MEMORANDUM

DATE : SEPTEMBER 30, 2021
TO : ALL CONCERNED EMPLOYEES
FROM : GENERAL MANAGER

Please be informed that pursuant to EO No.201 s. 2016, and AO25 Inter agency Taskforce Memorandum Circular 2021-1 this Office hereby adopt the guidelines to facilitate ranking I of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2021.

Attached herewith is the copy of the Guidelines/Mechanics in Ranking Offices/delivery units for the grant of Performance Based Bonus (PBB) FY 2021.

Be guided accordingly


MARLON J. ABESAMIS
General Manager

**GUIDELINES/MECHANICS IN RANKING / ELIGIBILITY OF
OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED
BONUS (PBB) 2021**

The Peñaranda Water District (PWD) has two (2) delivery units: Administrative, Finance & Commercial and Construction, Maintenance & Production for Fiscal Year 2021. The PWD's Plantilla of Personnel (POP) has thirty-eight (38) filled positions: the Head of Agency, nineteen (19) employees from Administrative, Finance & Commercial and eighteen (18) employees from Construction, Maintenance & Production.

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.O. No. 80 s. 2012 and E.O. No. 201 s. 2016, the following mechanics in ranking delivery units as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2021 are hereby established:

1. For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria shown in Table 1. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

TABLE 1: FY 2021 PBB SCORING SYSTEM

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 pts	5 pts	5 pts	5 pts	5 pts
Process Results	5	5 pts	5 pts	5 pts	5 pts	5 pts
Financial Results	5	5 pts	5 pts	5 pts	5 pts	5 pts
Citizen/Client Satisfaction Result	5	5 pts	5 pts	5 pts	5 pts	5 pts
TOTAL SCORE		MAXIMUM = 100 POINTS				

- The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2021 PBB.

2. Eligible DUs shall be granted FY 2021 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 as shown in Table 2.

3. The Head of Agency is eligible only if their respective agency are eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2021.

4. To be eligible for FY 2021 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).

5. Personnel in detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

6. Personnel who transferred from one government agency to another shall be rated and ranked 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.

7. 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.

8. An 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 the PBB.

9. An employee who rendered less than nine (9) months but within a minimum of three (3) months of service and with at least Very 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
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 due to the following 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
10. 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.
11. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.
12. Officials and employees who failed to submit the 2020 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 2021 PBB.
13. Officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB.

14. RATES OF THE PBB

The total score as stated in Table 1 shall be the basis in determining the amount of the PBB an agency is eligible for. 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, 2021 as shown in the table below.

TABLE 2: 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

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