

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2018**

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to MC 2018-1 dated May 28, 2018 of Inter Agency Task Force ( AO 25) and LWUA -DBM Joint Memorandum Circular 2017-014-17, PWD provide the System of Ranking of Delivery Units for granting Performance Based Bonus. The following are mechanics to facilitate ranking of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2018.

The Peñaranda Water District (PWD) has two (2) delivery units: Administrative/Commercial and Engineering for Fiscal Year 2018. The PWD's Plantilla of Personnel (POP) has thirty-five (35) filled positions: the Head of Agency, fourteen (17) employees from Administrative/Commercial and fourteen (17) employees from Engineering.

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

- a. Modified Form A or Department/Agency Performance Report FY 2018 that has been evaluated by the Local Water Utilities Administration (LWUA), Department of Budget and Management (DBM) and other validating agencies, wherein:
  - a.1 The delivery unit must meet the criteria and conditions in section 4 to be eligible to PBB for FY 2018
  - a.2 The delivery unit that fails to meet the criteria shall be excluded in the forced ranking and shall no longer be eligible to PBB for FY 2018.
- b. Delivery units eligible to PBB shall be forced ranked. 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;
- c. 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	
<b>Agency:</b>	
<b>1.0 Summary of Information Required</b>	
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, 2018	
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:
  - a. Ranking of individual employees within a delivery unit is no longer necessary;
  - b. 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, 2018 and should not be included in Form 1- Report on Ranking of Delivery Units.
  - c. Only the personnel belonging to eligible delivery units are qualified for the PBB;
    - c.1 Personnel belonging to eligible delivery units must meet the following requirements:
      - must have rendered a minimum of nine (9) months of service for the year ending December 31, 2018 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:

<b>Length of Service</b>	<b>% of PBB</b>
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 2018 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 2017 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 2018 PBB;
- Official and employees should not fail to liquidate within the reglementary period the Cash Advances received in FY 2018 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 2018 and the complete SPMS Forms;
- 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, 2018 as shown in the table below.

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

- d. The PBI of Board of Directors shall be based on the provision set by the LWUA MC NO 001.16 dated January 18, 2016 as follows;
- d.1 The Local Water District has qualified for 2018 PBB;
  - d.2 The Director has at least 90% of all authorized and duly called meeting for Board Meetings for the applicable year.
  - d.3 The Director has rendered at least eleven months (11) aggregate service as PWD Board of Director for the year of entitlement;
  - d.4 The Director has rendered at least one (1) policy making seminar, prior to the payment of PBI;
  - d.5 The Director's per diem should be approved by LWUA;
  - d.6 The director's appointment must be in conformance with PD 198 as amended;

d.7 A director must not have been found guilty of administrative and/or criminal cases related to his/her functions in the Water District and the relevant court decision has become final and executory.

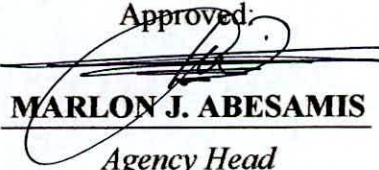
Prepared by:

  
ROSE DALIA P. SORIANO  
*Head of HR*

Reviewed by:

  
MARILYN E. GERONIMO  
*Head of Administrative/Commercial*

Approved:

  
MARLON J. ABESAMIS  
*Agency Head*