



BAAO WATER DISTRICT

Baao, Camarines Sur

CCC - 313

Tel. No. (054) 266-3161 Telefax (054) 266-3642

MEMORANDUM CIRCULAR

No. 2016-001
Date: October 27, 2016

To: All Employees
Subject: Guidelines/Mechanics in Ranking Baao Water District Delivery Units for the Grant of Performance-Based Bonus (PBB) for FY 2016

In compliance with the performance-based incentive system provided under Executive Order No. 80 s. 2012, E.O. No. 201, s. 2016, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2016-1 dated May 12, 2016 and 2016-2 dated October 12, 2016, the Baao Water District has provided the Guidelines/Mechanics in Ranking Delivery Units for the Grant of Performance-Based Bonus (PBB) for FY 2016.

Hence, please be informed of said guidelines attached hereto which is formulated to provide the system of ranking of delivery units which shall be forced ranked for the distribution of PBB incentives within the Baao Water District.

In this regard, the undersigned hereby directs the implementation of the same effective immediately.

For your guidance and compliance.


VICENTE VIC B. ROBOSA
General Manager



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GUIDELINES/MECHANICS IN RANKING BAAO WATER DISTRICT DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2016

I. BACKGROUND

As provided in Executive Order (E.O.) No. 80 s. 2012, E.O. No. 201, s. 2016, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2016-1 dated May 12, 2016 and 2016-2 dated October 12, 2016, a Performance-Based Incentive Bonus (PBB) shall be granted to all positions for civilian personnel whether regular, contractual, or casual in nature, appointive or elective, full-time or part-time in the Government-Owned and Controlled Corporations (GOCCs).

II. PURPOSE

This set of guidelines aim to provide the system of ranking of delivery units, which shall be forced ranked for purposes of the grant of the FY 2016 PBB and serve as basis in the distribution of the PBB 2016 to qualified Baao Water District employees. Specifically this aims to:

1. Inform and guide all Baao Water District officials and employees on the ranking process of delivery units; and
2. Adopt uniform eligibility criteria on the rating and forced-ranking of Baao Water District delivery units.

III. COVERAGE

These guidelines shall apply to all officials and employees of eligible Baao Water District delivery units holding regular plantilla positions.

IV. ELIGIBILITY OF INDIVIDUALS

1. The eligibility of the General Manager shall depend on the eligibility and performance of the Baao Water District. Its PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:



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Performance of Eligible Agency	PBB as of % Monthly Basic Salary
Agency achieved all Good Governance Conditions (GGCs), and its physical targets in all Major Final Outputs (MFOs), Support to Operations (STOs) and General Administration and Support Services (GASS)	65%
Agency achieved all GCCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GCCs, and has deficiency/ies in some of its physical target/s due to controllable reasons	50%

2. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the CSC-approved Strategic Performance Management System (SPMS).
3. Other officials performing managerial and executive functions should receive a rating of at least "Satisfactory".
4. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
5. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least "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 Rate
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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered to PBB on a pro-rata basis:

- a) Being a newly hired employee;
- b) Retirement;
- c) Resignation;



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- 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
6. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
 7. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executor judgment 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.
 8. Officials and employees who failed to submit the 2015 Statement of Assets and Liabilities (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2016 PBB.
 9. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the Commission of Audit (COA) shall not be entitled to the FY 2016 PBB.

V. RANKING OF DELIVERY UNITS

1. To facilitate the ranking of delivery units, they shall be formed into groups based on the similarities of tasks and responsibilities to determine the most appropriate grouping or clustering of delivery units. For this purpose, the Baao Water District is composed of the following delivery units:
 - a) Office of the General Manager
 - b) Administrative and General Services Division
 - c) Finance and Commercial Division
 - d) Engineering and Construction Division
 - e) Production and Water Quality Division
2. Delivery units eligible to the PBB shall be forced rank according to the following categories:

Ranking	Performance Category
Top 10%	Best delivery unit
Next 25%	Better delivery unit
Next 65%	Good delivery unit



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3. The PBB rates of individual employees shall depend on the performance ranking of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php. 5,000:

Performance Category	Performance Category
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

4. Only the personnel belonging to the eligible delivery unit are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit.
5. The ranking of delivery units shall be based on the Department Performance Commitment and Review (DePCR) rating. However, for the Office of the General Manager, the ranking shall be based on the average rating of all the Individual Performance Commitment Review (IPCR) within the delivery unit.
6. The number of delivery units for each performance category shall be determined by multiplying the number of delivery units to be forced ranked by the prescribed percentage provided in Section 1.0 of DBM MC No. 2016-2 dated October 12, 2016. It shall be construed that a decimal fraction of 0.5 or higher shall be rounded to the nearest whole number and shall be considered as one additional delivery unit.

To illustrate:

- a) If the result of multiplying the total delivery units of 5 by 10% is "0.5", then the number of delivery units under the best performance category shall be "1".
 - b) If the result of multiplying the total delivery units of 5 by 65% is "3.25", then the number of delivery units belonging to the good performance category is "3". Likewise, if the result of multiplying the total delivery units of 5 by 25% is "1.25", then the number of individuals belonging to the better performance category is also "1".
7. In the event that there is a tie on the ranking of delivery units, the Baao Water District shall use the "draw lots" method. The delivery units will be notified of the results of ranking. The draw lots procedure shall be undertaken at the Office of the General Manager on the date and time set by the Performance Management Team (PMT). The Department Manager/authorized representative of the concerned delivery units shall each take one straw (or similarly long cylindrical object) in a box/container and the one who has drawn the longest straw (or similarly long cylindrical object) is the one who will be ranked the higher performance category.



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IV. EFFECTIVITY

These guidelines shall take effect immediately.



VICENTE VIC B. ROBOSA
General Manager