

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)  
Department/Agency: BAAO WATER DISTRICT**

In view of the **Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1, Joint Memorandum Circular No. 2017-014-17** by the Local Water Utilities Administration (LWUA) – Department of Budget and Management (DBM) dated July 31, 2017 and Executive Order No. 80, s. 2012, **Baao Water District** hereby adopts the following System of **Ranking Delivery Units** for the grant of **Performance-Based Bonus for the year 2018:**

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of BWD.

**A. Ranking of Delivery Units**

“Delivery Units” as defined in the LWUA memorandum circular 014-17 refer to *departments and division* of LWD responsible for the achievement of LWD’s MFO and committed to performance targets which are tracked by a reporting system within the year and verified by the LWUA. However per item no. 9.2 of the said circular, BWD determines its “**delivery unit**” per LWUA Memorandum Circular 015.16 which refer to Offices or Group according to Category per Local Water District Manual on Categorization, Recategorization, and Other Related Matters (LWD-Macro). Hence, in view of the substantial functions of each office/group coming as responsible units in achieving BWD’s MFOs, “delivery units” shall be referring to the OFFICE or Group established in the Organizational Structure approved by DBM as per Personnel Plantilla of Position for the year 2018.

To determine the ranking of Office /Group as “delivery units”, the average final performance rating of qualified employees under each Group fo the period January to June 2018 and July to December 2018 will be computed.

Following the provisions of LWUA and IATF Memorandum Circulars, *delivery units* shall be forced-ranked according to the following categories:

Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The performance evaluation ratings for two (2) semesters in year 2018, the ranking of delivery units shall be accepted and agreed by the Performance Management Team.

**B. Eligibility of Individual Employees**

1. The General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary as of December 31, 2018
2. Employees belonging to the First and Second Levels should receive at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System are eligible to receive the PBB. The final rating of each employee shall be confirmed by their department managers.
3. Personnel who transferred from one office to another shall be rated and ranked by the office / department where he/she served the longest. If equal months served for each office, he/she will be included in the recipient office.
4. An employee or official who has rendered a minimum of nine (9) months of service in FY 2018 and with at least *Satisfactory* rating may be eligible to the full grant of PBB.
5. An employee who rendered less than nine (9) months but minimum of three (3) months but with at least Satisfactory performance rating shall be eligible to the grant of PBB on a pro-rated 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 for PBB on a pro-rated basis:

- 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

**C. Employees who are Not Entitled to Receive PBB**

The following are **excluded** from the grant of PBB:

1. 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;

2. Employees who failed to submit their **complete SPMS forms** and employees who have not rendered at least three (3) months of service in the year 2018.
3. For employees who have found guilty of any administrative charges and/or criminal charges related to their work for year 2018 by formal and executor judgment, the reckoning date for disqualification of benefits is the **date of Order by the General Manager**. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
4. Officials and employees who failed to submit their complete 2017 SALN prescribed in the rules under CSC MC No. 3, s. 2015.
5. Officials and employees who failed to liquidate within the reglementary period of CAs received in FY 2018, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009.

**D. Rates of the Enhanced PBB**

1. That, all department managers shall be furnished with the list of final performance ratings of their concerned employees for the year 2018.
2. The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary as of December 31, 2018, based on the following categories:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Salary</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

Furthermore, as one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

These Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or suspended by subsequent issuances.

Baao, Camarines Sur, September 28, 2018.

  
**VICENTE VIC B. ROBOSA**  
*General Manager C*