

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE  
BASED BONUS (PBB) FY 2016**

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

1. For Delivery Units, ranking will be based on the following:

- The Delivery Unit (DU) must have achieved at least 90% of each of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for the year as specified in Form A;
- Delivery units that did not achieve 90% of their target in any of the performance indicators shall no longer be included in the forced ranking and shall not be eligible to receive Performance Based Bonus (PBB) for FY 2016.
- The Delivery Unit (DU) must have satisfied 100% of the good governance conditions;
  - All employees within a delivery unit with cash advance/s must have been settled fully within the prescribed period; and
  - All employees within a delivery unit must have complied with the submission of SALN per RA 6713
- Delivery units shall be ranked using the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS), wherein:
  - Delivery units eligible to the FY 2016 PBB shall be ranked based on the average rating of all the employees' Individual Performance Commitment Review (IPCR).
  - The three Delivery Units identified as Administrative and Finance, Engineering and Maintenance and Production shall be forced ranked according to the following categories.
    - Best Delivery Unit
    - Better Delivery Unit
    - Good Delivery Unit
- The report on ranking of delivery units shall be indicated in the Form 1.0 as follows:

Form 1.0	
REPORT ON RANKING OF DELIVERY UNIT	
<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 November 30, 2016	_____
1.4 Total No. of Officials and Employees Entitled to PBB	_____
1.5 Total Amount Required for Payment of PBB	_____

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

- The Civil Service Commission approved Strategic Performance Management System (SPMS) shall be used by the district in rating the individual employees. Employees within a delivery unit will no longer be ranked individually.

- Employees of eligible delivery units holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
  - Must have rendered a minimum of nine (9) months of service in the FY 2016 and with at least Satisfactory rating;
  - Must not be on vacation or sick leave with or without pay for the entire year;
  - Must have complied with the submission of SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015);
  - Must not failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA
  
- An employee who rendered less than nine (9) months but with 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
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 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
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- Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory 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.
  
  - Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2016 PBB.
  
  - 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.
  
  - Agency Head should ensure the submission of SALN of SRWD officials and employees to the respective SALN repository agencies, liquidation of Cash Advances for FY 2016 and completion of SPMS Forms as these will be the basis for the release of FY 2016 PBB to individuals.

- The rates of PBB of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, but not lower than Php 5,000.00, as shown in the table below.

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

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