

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2017

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 2017 are hereby established:

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

- The Delivery Unit (DU) should achieved each one of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) indicators as identified by Local Water Utilities Administration (LWUA) in a Joint Memorandum Circular to be issued by Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM).
- The Delivery Unit (DU) must have satisfied 100% of the good governance conditions;
 - Maintain/Update the Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY 2017 General Appropriations Act (GAA), to enhance transparency and enforce accountability.
 - Maintain/Update the posting of all invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2016 to November 15, 2017.
 - Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release, and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s. 2016.
 - Develop the agency's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016. For purposes of the FY 2017 PBB, the FOI Manual should be uploaded in the agency Transparency Seal on or before October 1, 2017, for validation by the Presidential Communications Operations Office (PCOO).
- Non-compliance with any Good Governance Conditions will render the entire Department/Agency ineligible for the PBB.
- Delivery units shall be ranked using the Civil Service Commission (CSC) Strategic Performance Management System (SPMS), wherein:
 - Delivery units eligible to the FY 2017 PBB shall be ranked based on the average rating of all 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 UNITS	
1.0	Summary of Information Required
1.1	Total No. of Delivery Units _____
1.2	Total No. of Delivery Units that achieved their performance targets _____
1.3	Total No. Filled Positions as of December 31, 2017 _____
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 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.
- The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of his monthly basic salary.
- 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 2017 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 2017 as required by the COA
- An employee who rendered less than nine (9) months but within 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 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
- Personnel found guilty of administrative and/or criminal cases in FY 2017 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 2017 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 2017 and completion of SPMS Forms as these will be the basis for the release of FY 2017 PBB to individuals.
 - Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs) shall not be entitled to FY 2017 PBB if the agency fails to comply with said reporting requirements.
 - The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following:
 - FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of Memorandum Circular No. 2017-1 dated March 09, 2017 issued by Inter Agency Task Force (AITF) on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems.
 - FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM Procurement Service on or before November 30, 2017.
 - Officials and employees responsible for noncompliance of prior years' audit recommendations shall not be entitled to FY 2017 PBB.
 - Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.

- Officials and employees responsible for posting and dissemination of the Agency System of Ranking Performance of Delivery Units shall not be entitled to FY 2017 PBB if the agency fails to comply.
- 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, 2017, but not lower than Php 5,000.00, as shown in the table below.

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

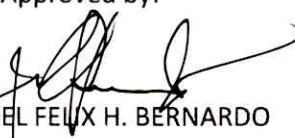
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