

## **GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2019**

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 2019 are hereby established:

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

- The Delivery Unit (DU) should achieved each one of their physical 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 99 of the General Provisions of the FY 2019 General Appropriations Act (GAA), to enhance transparency and enforce accountability.
  - 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 above P 1,000,000.00 from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (Non-CSE) items.
  - Maintain/Update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.
- 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 2019 PBB shall be ranked based on the average rating of all employees' Individual Performance Commitment Review (IPCR)

- The four Delivery Units identified as Administrative Services, Finance and Commercial, Engineering and Maintenance and Production shall be forced ranked according to the following categories.

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 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, 2019 _____
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 2019 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 2019 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 2019 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%

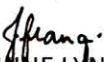
An employee who may not meet the nine-month actual service requirement can be considered for PBB on a pro-rata basis due to the following reasons:

- 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 2019 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 2019 PBB.
  - Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
  - Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
  - 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.
  - Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing 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 2019 and completion of SPMS Forms as these will be the basis for the release of FY 2019 PBB to individuals.
- Officials and employees responsible for noncompliance of prior years' audit recommendations, QMS certification, or posting and dissemination of the Agency System of Ranking Performance of Delivery Units shall not be entitled to FY 2019 PBB if the agency fails to comply with any of these requirements.
- 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, 2019, as shown in the table below.

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

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