



REPUBLIC OF THE PHILIPPINES
BAYAMBANG WATER DISTRICT
CCC#:119



**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND
INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FY 2018**

I. BACKGROUND

Pursuant to the Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring Information and Reporting System Memorandum Circular No. 2018-01 dated May 28, 2018 or the Guidelines on the Grant of the Performance-Based Bonus for FY 2018 under Executive Order (EO) No. 80 and EO No. 201 and Joint Memorandum Circular No. 2017-014-17 dated July 31, 2017 from the Local Water Utilities Administration and Department of Budget and Management.

II. COVERAGE

All officials and employees of Bayambang Water District holding regular plantilla or having an employer-employee relationship.

III. ELIGIBILITY OF CRITERIA

a. To qualify for the PBB, Local Water District shall comply with the following criteria:

- a1.** Good Governance Conditions: Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for FY 2018
- a2.** Achieve 100% of each of their performance targets for the delivery of MFOs, STO and GASS
- a3.** Use the CSC-approved SPMS in rating performance of the officials of the district

b. Non-compliance or inability to meet any of the criteria will render the entire LWD ineligible for the PBB





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III. ELIGIBILITY OF INDIVIDUALS

a. The head of the Agency's PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary and shall not be included in the Form 1.0 –Report on Ranking Delivery Units.

b. The PBI for the Board of Directors shall be based on the provisions set by Executive Order No.65, s. 2012 subject to the ff. conditions:

b1. The LWD has qualified for the grant of the FY 2018 PBB

b2. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary

b3. The Board Member has nine (9) months aggregate service in the position

b4. The LWD has submitted appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA

c. An official or employee who has rendered a minimum of nine (9) months of service during the Fiscal Year and with at least Satisfactory Rating may be eligible to the full of grant of the PBB

d. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory Rating shall be eligible for the grant of PBB on a pro-rate 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 valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

d1. Being a newly hired employee;

d2. Retirement;

d3. Resignation;

d4. Rehabilitation leave;





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- d5. Maternity Leave/or Paternity Leave;
- d6. Vacation or Sick Leave with or without pay;
- d7. Scholarship/Study Leave;and
- d8. Sabbatical Leave

e. An employee who is on vacation or sick leave, with or without pay for entire year, is not eligible to the grant of the PBB.

f. Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification from the PBB.

g. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under the CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2018 PBB.

h. Officials and employees who failed to liquidate all cash advances received in FY 2018 within reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.

i. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

IV. RANKING OF DELIVERY UNITS

a. Delivery units that meet the criteria and conditions in Section 5.1 of the LWUA-DBM Joint Memorandum Circular No. 2017-014-17 dated July 31, 2017 are eligible to the PBB for FY 2018.

b. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Top 25%	Better Delivery Units
Top 65%	Good Delivery Units





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V. RATES for the year 2018 PBB


The PBB rates for each individual employee shall be based on the performance ranking of the delivery unit with the rate of incentives as a multiple of individual's basic salary based on the following categories:

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

VI. Fund

The grant of PBB shall be charged to the District's corporate fund.


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