



GUIDELINES IN RANKING DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019

1. 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. 2019-1 dated September 3, 2019 or the guidelines on the Performance-Based Bonus (PBB) for FY 2019 for the Bayambang Water District's official and employees which shall be given in FY 2020.

2. COVERAGE

2.1 All officials and employees of Bayambang Water District holding regular plantilla and casual employees having an employer-employee relationship with BAYWAD.

2.2 The following are excluded from the grant of PBB 2019:

2.2.1 Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2019 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.

2.2.2 An employee who is on vacation or sick leave, with or without pay for the entire year.

2.2.3 Official and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular.

2.2.4 Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.

3. ELIGIBILITY CRITERIA

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

3.1 The district must achieve each one of the physical targets in the delivery of MFOs, STO and GASS as identified by LWUA IN A Joint Memorandum Circular by LWUA and DBM for FY 2019.





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3.2 Good Governance Conditions: Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for FY 2019

3.3 Use the CSC-approved SPMS in rating performance of the officials of the District

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

4. ELIGIBILITY INDIVIDUALS

4.1 The Head of the Agency's PBB rate for FY 2019 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

4.2 The PBI for the Board of Directors shall be based on the provisions set by LWUA Memorandum Circular No.001. 016 dated January 18, 2016, which still remain effect as of this writing, to wit;

- a. The LWD has qualified for the grant of the FY 2019 PBB
- b. The Board Member has 90% attendance to duly called board meetings and committee meetings
- c. The Board Member has nine (9) months aggregate service in the position
- d. The LWD has submitted appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA
- e. The Director has attended at least one (1) policy making seminar prior to the payment PBI

4.3 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

4.4 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:





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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%

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:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation leave;
- e. Maternity Leave/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;and
- h. Sabbatical Leave

5. RANKING OF DELIVERY UNITS

5.1 Delivery units eligible to the 2019 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

5.2 The result of ranking of offices/delivery units shall be indicated in the Form 1.0

5.3 Only the personnel belonging to eligible delivery units are qualified for the 2019 PBB.

6. RATES for the FY 2019 PBB

6.1 The PBB rates for each individual employees shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the following categories:





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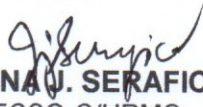


Performance Category	Multiple of Basic Salary
Best Delivery Unit 10%	0.65
Better Delivery Unit 25%	0.575
Good Delivery Unit 65%	0.50

7. Funding

The grant of the 2019 Performance-Based Bonus shall be charged to the District's corporate fund.

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Date: Sept. 9, 2019

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Date: Sept. 9, 2019

