



GUIDELINES IN RANKING DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020

1. BACKGROUND

In view of the Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1, Joint Memorandum Circular No. 2020-1 by the Local Water Utilities Administration (LWUA) - Department of Budget and Management (DBM) dated September 3, 2020 and Executive Order No. 80, s, 2012, the Bayambang Water District hereby adopts the following System of Ranking of Delivery Units for the Grant of Performance - Based Bonus for year 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.

3. ELIGIBILITY CRITERIA

To qualify for the PBB, Local Water District shall comply with the following criteria enumerated in the Eligibility Criteria of the aforesaid LWUA and DBM Joint Memorandum Circular 2020-01.

4. ELIGIBILITY INDIVIDUALS

4.1 The Head of the Agency's PBB rate for FY 2020 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 2020 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



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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:

| 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:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation leave;
- Maternity Leave/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave; and
- Sabbatical Leave

4.5 The following are excluded from the grant of PBB 2020:

4.6 Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2020 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.

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

4.8 Official and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular.

4.9 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.

4.10 Officials and Employees who failed to submit their SPMS/IPCR forms shall not be entitled to the FY 2020 PBB.





5. RANKING OF DELIVERY UNITS

5.1 Delivery units as defined in the LWUA Memorandum Circular 015.16 refer to Offices/Department/Division according to the Category per Local Water District Manual on Categorization, Recategorization, and other Related matters (LWD-MACRO). The delivery units of BayWaD as Category C Water District based on the DBM APPROVED Plantilla of Personnel, to wit:

| CATEGORY | DELIVERY UNITS |
|----------|--|
| C | OFFICE OF THE GENERAL MANAGER |
| | ADMINISTRATIVE AND GENERAL SERVICES DIVISION |
| | FINANCE AND COMMERCIAL SERVICES DIVISION |
| | OPERATION AND TECHNICAL SERVICES DIVISION |

5.2 Delivery units eligible to the 2020 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 |

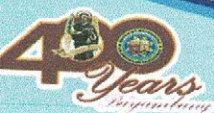
5.2 The result of ranking of offices/delivery units shall be indicated in the Form 1.0

5.3 Only the personnel belonging to eligible delivery units are qualified for the 2020 PBB.

6. RATES for the FY 2020 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, 2020, 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 |





7. Funding

The grant of the 2020 Performance-Based Bonus shall be charged to the District's corporate fund.

These Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.

8. Submission of the System of Ranking Delivery Units

The duly completed and signed System Ranking of Delivery Units shall be posted on the Transparency Seal (TS) Page of the Bayambang Water District website <http://bayambangwaterdistrict.gov.ph/> on September 30, 2020.

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