



WAO WATER DISTRICT

Wao, Lanao del Sur

Mobile No.: 09778022531

WWD Guidelines on the System of Ranking Delivery Units for Performance-Based Bonus (PBB) for Fiscal Year 2018

I. PURPOSE

To provide for the system of ranking of delivery units for the granting of 2018 Performance-Based Bonus (PBB) pursuant to the provisions of Memorandum Circular No. 2018-1 dated May 28, 2018.

II. COVERAGE

All officials and employees holding regular Plantilla of Positions of the Wao Water District.

III. GUIDELINES

- 3.1 the General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
- 3.2 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 PBB shall come from the mother agency.
- 3.3 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.
- 3.4 An official and employee who has rendered a minimum of nine (9) months of service during the fiscal year and with atleast Satisfactorily rating may be eligible to the full grant of the PBB.
- 3.5 An official or employee who rendered less that nine (9) months but a minimum of three (3) months of service and with atleast Satisfactorily rating shall be eligible for 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%

The following are the valid reasons for an employee who may not meet the nine months actual service 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 and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave; and
- h. Sabbatical Leave

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

3.7 Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executor judgement 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.

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

3.9 Officials and employees who failed to liquidate cash advances for all domestic and foreign travel received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated May 18, 2009, shall be entitled to the FY 2018 PBB.

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

3.11 Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel Services budgets, as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs;
- b. Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;
- c. Student laborers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

IV. RANKING OF DELIVERY UNITS

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

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

The delivery units shall be based on LWUA M.C. 015.16 for Category D, as follows:

- a. Office of the General Manager
- b. Admin. Section
- c. Finance Service Section
- d. Commercial Services Section
- e. Operations/Technical Section

If not applicable, use the IPCRs to rank personnel using same ranking percentage.

V. RATES OF THE ENHANCED PBB

The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly 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

The result of the ranking delivery units shall be indicated in the Form 1.0-Report on Ranking of Delivery Units.

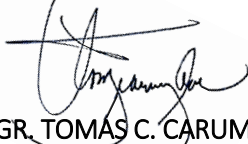
VI. FUNDING

Funding for the grant of PBB FY 2018 shall be charged to the WWD's Corporate Fund.

VII. EFFECTIVITY

This system of ranking delivery units shall take effect immediately unless amended or revoked by operation of law pursuant to the issuance of relevant circulars or orders including but not limited by the DBM, LWUA, COA and IAFT.

Approved:



ENGR. TOMAS C. CARUMBA, JR.
General Manager D