



**System of Ranking Delivery Units and Individual Personnel
pursuant to the Grant of Performance-Based Bonus (PBB) for FY 2020**

I. PURPOSE

To provide guidelines for the system of ranking of delivery units for the granting of 2020 Performance-Based Bonus (PBB) pursuant to the provisions of Memorandum Circular No. 2020-1 dated September 3, 2020 issued by Local Water Utilities Administration and Department of Budget and Management.

II. COVERAGE

All officials and employees holding Permanent Plantilla Positions and Casual Employees of the Wao Water District (WWD)

III. ELIGIBILITY OF INDIVIDUALS

3.1 The Joint Memorandum Circular) No. 2020-1 dated September 3, 2020 issued by the LWUA and DBM shall be utilized on forced ranking of delivery units.

3.2 The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary.

3.3 The basis for evaluation will be the performance rating using the Strategic Performance Management System (SPMS) as approved by the Civil Service Commission.

3.4 An official and employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance of at least **Satisfactory** shall 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 at least **Satisfactory** rating shall likewise 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; | e. Maternity Leave and/or Paternity Leave; |
| b. Retirement; | f. Vacation or Sick leave with or without pay; |
| c. Resignation; | g. Scholarship/Study Leave; and |
| d. Rehabilitation Leave; | h. Sabbatical Leave |

3.6 An employee designated from one division to another division shall be rated and included where she/he served the longest. If equal months were served for each division, he/she will be rated and included in the recipient division.

IV. EXCLUSION

Excluded from the grant of the PBB are the following:

- 4.1 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;
- 4.2 Personnel found guilty of administrative and/or criminal cases in FY 2019 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.
- 4.3 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2020 PBB.
- 4.4 Officials and employees who failed to liquidate cash advances for all domestic and foreign travel received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated May 18, 2009, shall not be entitled to the FY 2020 PBB.
- 4.5 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- 4.6 Officers and employees who receive a **Below Satisfactory** rating under the CSC Strategic Performance Management System (SPMS) shall not be eligible to the PBB.
- 4.7 Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification, or posting and dissemination of the WWD system of ranking performance of delivery units, shall not be entitled of the FY 2020 PBB.
- 4.8 Also 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.

V. 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

VI. 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

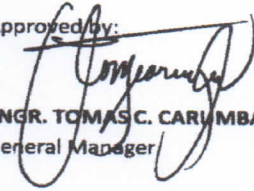
VII. FUNDING

Funding for the grant of PBB FY 2020 shall be charged to the WWD's Corporate Funds.

VIII. 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 IATF.

Approved by:


ENGR. TOMAS C. CARUMBA, JR.
General Manager