



**GUIDELINES/MECHANICS IN RANKING OFFICE/ DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE BASED BONUS
(PBB) F.Y. 2021**

The Wao Water District (WWD) under Category C has the following delivery units; Office of the General Manager, Administrative & General Services / Finance & Commercial Division and Engineering & Construction / Production and Water Quality Division.

In reference with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to LWUA-DBM Joint Memorandum Circular No. 2021-01, s. 2021, the following are guidelines to facilitate ranking of delivery units and eligibility of personnel for the grant of Performance Based Bonus (PBB) for Fiscal Year (FY) 2021.

1. For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4, in at least three (3) criteria based on Table 1. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
TOTAL SCORE	MAXIMUM=100 POINTS					

- b. The most responsible unit/s (including its head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2021 PBB.
2. The eligible Delivery Units (DUs) shall be granted at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Table 2.
3. Non- ex officio Board Members of GOCCs covered by the DBM may be eligible to the PBB with the equivalent rates following Table 3 and these conditions:
 - a. The Water District has qualified for the grant of the FY 2021 PBB.
 - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary:
 - c. The Board Member has nine (9) months aggregated service in the position: and
 - d. The Water District has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 01, 2016.
4. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's (SC-approved Strategic Performance Management System (SPMS).
5. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
6. Personnel who transferred from one government agency to another agency shall be included 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.
7. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest: the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.11.
8. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
9. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be

eligible for the grant of the 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-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 and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and/or
 - h. Sabbatical Leave.
10. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
 11. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.
 12. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitle to the FY 2021 PBB.
 13. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the 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 2021 PBB.

14. RATES OF THE PBB

The total score as stated in Table 1 shall be the basis in determining the amount of the PBB of the eligible agency. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021.

TABLE 2: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% Of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

Prepared by:


Florice B. Puno
Exec. Asst. C

Approved by:


ENGR. TOMAS C. CARUMBA, JR.
General Manager