



# METRO BANGUED WATER DISTRICT

Corner Taft & Actividad Economia Streets

Bangued, Abra

Tel. No. 752-8001 / Fax No. 752-8169

## GUIDELINES FOR RANKING DELIVERY UNITS FOR THE PERFORMANCE BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2019

### 1. PURPOSE

To provide guidelines for the system of ranking of delivery units for the granting of 2019 Performance-Based Bonus (PBB) pursuant to the provisions of Memorandum Circular (MC) No. 2019-1 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring Information and Reporting System.

### 2. COVERAGE

All officials and employees holding regular plantilla positions and casual employees of the Metro Bangued Water District (MBWD).

### 3. GUIDELINES

- 3.1 The Memorandum Circular (MC) No. 2019-1 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring Information and Reporting System shall be utilized on forced ranking of delivery units.
- 3.2 The basis for evaluation will be performance rating using the Strategic performance Management System (SPMS) as approved by the Civil Service Commission.
- 3.3 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least "SATISFACTORY" shall be eligible to the full grant of the PBB.
- 3.4 An employee who rendered a minimum of three (3) months of service and With a performance rating of at least "SATISFACTORY" shall likewise be entitled to PBB. The following table shall serve as the basis for the pro-rated amount.

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%



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The following are the valid reasons for an employee who may not meet the nine month (9) actual service requirements to be considered for the 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;
- h. Sabbatical Leave.

## 4. EXCLUSION

- 4.1. Those hired without employer-employee relations whose services are Engaged through Job Orders, contracts or services;
- 4.2. Consultants and experts hired to perform specific activities or services with Expected outputs;
- 4.3. 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;
- 4.4. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2019 shall not be entitled to the PBB if Penalty meted out is reprimand, such penalty shall not cause the disqualification to the PBB;
- 4.5. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall Not be entitled to the FY 2019 PBB;
- 4.6. Officers and employees who failed to liquidate Cash Advances for all Domestic and foreign travels received in FY 2019 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 2019 PBB;
- 4.7. Officers and Employees who receive a "Below Satisfactory" rating, under The CSC-Strategic Performance Management System (SPMS) shall not be eligible to PBB;
- 4.8. Officers and Employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

"WHENEVER YOU DRINK A GLASS OF WATER, REMEMBER THE FOREST..."



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
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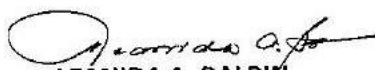
## 5. SYSTEM OF RANKING

- 5.1 There shall no longer be ranking of individuals within the delivery unit.
- 5.2 The delivery units as defined in the joint Memorandum Circular 2017-014-17 refers to departments and divisions of Local Water District responsible for the achievement of LWD's MFO and committed to performance targets Which tracked by reporting system within the year and verified by the LWUA. Henceforth delivery units of the Metro Bangued Water District (MBWD) are as follows:
- Office of the General Manager
  - Administrative Division
  - Finance Division
  - Commercial Division
  - Technical Division
- 5.3 The different divisions shall be forced ranked according to the following Categories:

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

- The Management shall discuss and agree with the Board of Directors and employees the ranking of delivery units and Individuals.
- The MBWD shall ensure that the system of ranking delivery Units and individuals is fair and transparent.
- Calibration of the SPMS will be done by the Performance Management Team (PMT) of the agency and approved by General Manager.

  
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