



METRO BANGUED WATER DISTRICT

Corner Taft & Actividad Economia Streets

Bangued, Abra

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

GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2020

1. PURPOSE

In view of Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1 dated September 3, 2020, Executive Order No. 80, s. 2012 and Administrative Order (AO) No. 25, the Metro Bangued Water District (MBWD) hereby adopts the following System of Ranking Delivery Units for the Grant of the Performance-Based Bonus for the Fiscal Year 2020.

2. COVERAGE

The Performance-Based Bonus shall be granted to all officers and employees holding regular plantilla positions of the Metro Bangued Water District (MBWD).

3. ELIGIBILITY OF INDIVIDUALS

- 3.1 The General Manager's PBB rate for year 2020 shall be equivalent to 65% of her monthly basic salary.
- 3.2 Employees belonging to the First and Second Levels that had received at least Satisfactory based on the agency's CSC-Approved Strategic Performance Management System (SPMS) are eligible to receive the FY 2020 PBB. The final rating of each employee shall be confirmed by their Division Managers.
- 3.3 An official or regular employee who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory rating may be eligible to the full grant of PBB.
- 3.4 An official or employee who have rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to 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%



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The following are the valid reasons for an employee who may not meet the nine-month actual service requirements to be considered for PBB on a pro-rata basis:

- a. Being 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. 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 2020 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only 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; 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 entitled to the FY 2020 PBB.
- 4.4. Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-02 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. Agency head should ensure that officials and employees covered by RA 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS forms, as these will be the basis for the release of FY 2020 PBB to individuals.
- 4.7. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the LWDs system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the LWD fails to comply with any of these requirements.

5 RANKING OF DELIVERY UNITS

- 5.1 "Delivery Units" as defined in the Joint Memorandum Circular 2020-01 refers to departments and divisions of Local Water District responsible for the achievement of LWD's MFO and committed to performance targets which are tracked by a



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reporting system within the year and verified by the LWUA. Hence delivery units of the MBWD are as follows:

- a. Office of the General Manager
- b. Administrative Division
- c. Finance Division
- d. Commercial Division
- e. Technical Division

5.2 To determine the ranking of office/group as "Delivery Units", the average final performance rating of qualified employees under each group for the period January to June and July to December 2020 will be computed.

5.3 Delivery Unit 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

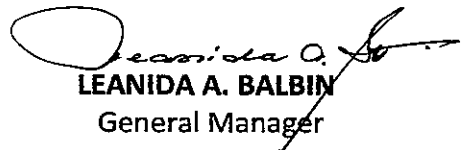
6 RATES OF THE PBB

The PBB rates of individual employees shall be based on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2020, as follows:

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 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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Division Manager


LEANIDA A. BALBIN
General Manager