



Republic of the Philippines
BULAN WATER DISTRICT
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MEMORANDUM:

DATE: **JULY 23, 2018**


TO: **ALL EMPLOYEES**

SUBJECT: **GUIDELINES/MECHANICS IN RANKING BWD DELIVERY
UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS
(PBB) FOR 2018**

In compliance to the issuance of Joint Memorandum Circular No. 2018-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No.201 s.2016. Please be informed of the said guidelines attached hereto which is formulated to provide the system of ranking and delivery units which shall be forced ranked for the distribution of PBB incentives within the Bulan Water District.

In this regard, the implementation of the Guidelines shall take effect immediately

For your compliance.


Engr. REY DENNIS L. GILBAS
General Manager C



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GUIDELINES/MECHANICS IN RANKING BWD DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED- BONUS (PBB) FOR FY 2018

I. BACKGROUND

As provided in the Joint Memorandum Circular No. 2018-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No.201 s.2016. please be informed of the said guidelines attached hereto which is formulated to provide the system of ranking and delivery units which shall be forced ranked for the distribution of PBB incentives within the Bulan Water District.

II. PURPOSE

This set of guidelines aim to provide the system of ranking of delivery units, which shall be forced ranked for purposes of the grant of the FY 2018 PBB and serve as basis in the distribution of the PBB 2018 to qualified BWD employees. Specifically this aims to:

- a. Inform and guide all BWD Employees on the ranking process of delivery units; and
- b. Adopt uniform eligibility criteria on the rating and forced-ranking of BWD delivery units.

III. COVERAGE

These guidelines shall apply to all officials and employees of eligible BWD delivery units holding regular plantilla positions.

IV. ELIGIBILITY OF INDIVIDUALS

- A. The Eligibility of the General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.

PERFORMANCE OF ELIGIBLE AGENCY	PBB as % Monthly Basic Salary
Agency achieved all Good Governance Conditions (GGCs), and its physical targets in all Major Final Outputs (MFOs), Support to Operations (STOs) and General Administration and Support Services (GASS)	65%
Agency achieved all GGCs and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs and has deficiency in one of its physical target/s due to controllable reasons	50%

- B. The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:
1. The BWD has qualified for the grant of the PBB FY 2017;
 2. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 3. The Board Member has nine months aggregate service in the position;
 4. The BWD has submitted the appropriate annual Board Approved Corporate Operating Budget (COB) to LWUA.
- C. 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 the PBB shall come from the mother agency.
- D. 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.
- E. An Official or employee who has rendered a minimum of nine (9) months of service during the fiscal year with at least Satisfactory rating may be eligible to the full grant of PBB;
- F. An official or employee who rendered less than nine (9) months but a minimum of three (3) Months of Service and with at least Satisfactory 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 Rate
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%

- G. The following employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:
- Being a newly hired employee
 - Retirement
 - Resignation
 - Rehabilitation Leave
 - Maternity Leave and/or Paternity Leave
 - Vacation or Sick Leave with or without pay
 - Scholarship/Study Leave:
 - Sabbatical Leave
- H. 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
- I. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executor judgment shall not be entitled to the PBB. If penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- J. Officials and Employees who failed to submit the 2017 Statement of Assets and Liabilities (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2018 PBB.
- K. Officials and employees who failed to liquidate within the period the Cash advances received in FY 2018 as required by the Commission on Audit (COA) shall not be entitled to the FY 2017 PBB.
- L. Officials and employees who failed to submit their complete SPMS Formas shall not be entitled to the FY 2017 PBB
- M. Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of PBB FY 2018 to individuals.
- N. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel Services Budgets, as follows:
- 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, contract of service, or others similarly situated.

V. RANKING OF DELIVERY UNITS

1. To facilitate the ranking of delivery units, they shall be formed into groups based on the similarities of tasks and responsibilities to determine the most appropriate grouping or clustering of delivery units. For the purpose, the BWD is composed of the following Delivery units:
 - a. Office of the General Manager
 - b. Administrative and General Services
 - c. Finance and Commercial Division
 - d. Technical Division
2. Delivery units eligible to the PBB shall be forced rank according to the following categories:

Ranking	Performance Category
Top 10%	Best delivery Unit
Next 25%	Better delivery Unit
Next 65%	Good Delivery Unit

3. The PBB rates of individual employees shall depend on the performance ranking of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018, as follows:

Performance Category	PBB as % Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Deliver Unit (25%)	57.5%
Best Delivery Unit (65%)	50%

4. When identifying and determining delivery units, BWD must be guided by the LWUA MC 015-2016. A delivery unit is the primary subdivision of the BWD performing substantive line functions, technical services or administrative support, as reflected in the BWD's organizational Structure/Functional Chart.
5. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual Ranking shall be the basis for promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.

6. Officials and employees who receive a “Below Satisfactory” rating under CSC-approved SPMS shall not be eligible to the PBB.
7. Officials and employees who did not file SALN and failed to liquidate their cash advances in FY 2017 shall not be eligible to the PBB.
8. The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

VI. EFFECTIVITY

The Guidelines shall take effect immediately.



Engr. REY DENNIS L. GILBAS
General Manager C