



Republic of the Philippines
BULAN WATER DISTRICT
De Vera St., Zone-4, Bulan, Sorsogon
Email: wdbulan@yahoo.com
Tel No: (056) 555-2605

MEMORANDUM:

DATE: **SEPTEMBER 6, 2019**

TO: **ALL EMPLOYEES**

SUBJECT: **Guidelines on the Grant of the Performance-Based Bonus (PBB)
for Fiscal Year (FY) 2019 under Executive Order No. 80, s., 2012
and Executive Order No. 201, s., 2016**

In compliance to the issuance of Joint Memorandum Circular No. 2019-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 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



Republic of the Philippines
BULAN WATER DISTRICT
De Vera St., Zone-4, Bulan, Sorsogon
Email: wdbulan@yahoo.com
Tel No: (056) 555-2605

GUIDELINES/MECHANICS IN RANKING BWD DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED- BONUS (PBB) FOR FY 2019

I. BACKGROUND

As provided in Joint Memorandum Circular No. 2019-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 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 Circular is issued to prescribe the criteria and conditions for the grant of the PBB for FY 2019 performance to be given in FY 2020. Essentially, the same criteria and conditions for FY 2018 PBB are being issued to support the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Act of 2018 to simplify government processes and ensure citizen-centric public service delivery.

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 2019 PBB and serve as basis in the distribution of the PBB 2019 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.
- 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 2019;
 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:
- 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
- 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 2019 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 2018 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 2019 as required by the Commission on Audit (COA) shall not be entitled to the FY 2019 PBB.
- L. Officials and employees who failed to submit their complete SPMS Formas shall not be entitled to the FY 2019 PBB
- M. Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of PBB FY 2019 to individuals.
- N. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements

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. Administrative and General Services
 - b. Finance and Commercial Division
 - c. Technical Division

2. Delivery units eligible to the PBB shall be forced rank according to the following categories:

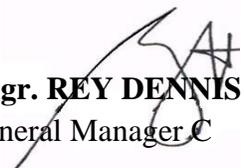
| Ranking | Performance Category |
|----------------|-----------------------------|
| Top 10% | Best delivery Unit |
| Next 25% | Better delivery Unit |
| Next 65% | Good Delivery Unit |

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, 2019, 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% |

VI. EFFECTIVITY

The Guidelines shall take effect immediately.


Engr. REY DENNIS L. GILBAS
General Manager C