

CALABANGA WATER DISTRICT

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OFFICE ORDER

Date: **OCTOBER 27, 2016**

From: **THE GENERAL MANAGER**

For: **ALL REGULAR AND CASUAL PERSONNEL**

Subject: **SYSTEM OF RANKING DELIVERY UNITS FOR THE
GRANT OF PERFORMANCE-BASED BONUS (PBB) FY
2016**

In view of the issuance of Memorandum Circular No. 2016-1 – Guidelines on the Grant of the Performance-Based bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 Inter-Agency Task Force, please be informed that the following system of Ranking of Delivery Units and Individual Employee is hereby adopted for implementation in the office of Calabanga Water District;

1. COVERAGE:

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of CAWADI.

2. ELIGIBILITY OF INDIVIDUALS:

- 2.1 The eligibility of Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, and non-ex officio Heads of GOCCs covered by DBM will depend on the eligibility and performance of the respective department/agency. Their PBB shall be based on the monthly salary as of December 31, 2016, as follows:

Performance of Eligible Agency	PBB as of % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical targets/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%

Note: Heads of department/agencies shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

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- 2.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a fixed PBB rate of P40,130.00 subject to the following conditions:
- The GOCC has qualified for the grant of the FY 2016 PBB;
 - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - The Board Member has nine (9) months aggregate service in the position; and
 - The GOCC has submitted its FY 2016 Corporate Operating Budget (COB) to DBM within the set deadline.
- 2.3 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- 2.4 An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of PBB;
- 2.5 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 to 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%

- 2.6 The following are the valid reason for an 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;
- 2.7 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.
- 2.8 Personnel found guilty o administrative and/or criminal cases in FY 2016 by formal and executor judgment 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.
- 2.9 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.
- 2.10 Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

- 2.11 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
- 2.12 Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2015 SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

3. RANKING OF DELIVERY UNITS:

- 3.1 Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to the FY 2016 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Best Bureau/Office/Delivery Unit
Next 65%	Best Bureau/Office/Delivery Unit


- 3.2 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units. The AO 25 TWG shall issue a separate guideline on the determination of delivery units.
- 3.3 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (Annex 4). There shall no longer be a ranking of individuals within a delivery unit.
- 3.4 The GCG, LWUA and DILG shall issue pertinent guidelines on the ranking of delivery units for GOCCs covered by GCG, LWDs and LGUs respectively.

4. RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P 5000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit	65%
Better Bureau/Office/Delivery Unit	57.5%
Good Bureau/Office/Delivery Unit	50%

For your information and guidance.


ENGR. CELEDONIO I. TOLENTINO, JR.
 General Manager