



CALABANGA WATER DISTRICT

San Antonio, Calabanga, Camarines Sur

Telephone No. (054) 881-0063

Telefax No. (054) 470-2000

Email Add: calabangawd@yahoo.com.ph

OFFICE ORDER

Date : SEPTEMBER 20, 2019

From : THE GENERAL MANAGER

For : ALL REGULAR AND CASUAL PERSONNEL

Subject : SYSTEM OF RANKING DELIVERY UNITS FOR
THE GRANT OF PERFORMANCE-BASED BONUS
(PBB) FOR FISCAL YEAR 2019

In view of the issuance of Memorandum Circular No. 2019-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 s. 2012 and Executive Order No. 201 s. 2016 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 CRITERIA

2.1 To qualify for the PBB, a Local Water District must satisfy the following conditions:

- 2.1.1 **Good Governance Conditions (GGCs):** Satisfy 100% of the Good Governance Conditions(GGCs) for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0 of the circular;
- 2.1.2 **Performance Targets of Agencies:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019 as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.
- 2.1.3 **Performance Rating of System to be used for Personnel in the First and Second Levels, and for Career Executive Service (CES) positions:** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees Calabanga Water District including officials holding managerial and Director Positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the guidelines issued by the Career Executive Service Board (CESB).

Handwritten signatures and initials:
J. Atulio
p
pr
G
1
mi

3. ELIGIBILITY OF INDIVIDUALS:

- 3.1 Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. They should not be included in the Form 1- Report on Ranking of Delivery Units.
- 3.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official of the GOCC concerned subject to the following conditions;
- The GOCC has qualified for the grant of the FY 2019 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 the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.
- 3.3 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 3.4 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.
- 3.5 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.
- 3.6 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest, the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in 6.8 of the circular.
- 3.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB;
- 3.8 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
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%

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

[Handwritten signatures and initials]

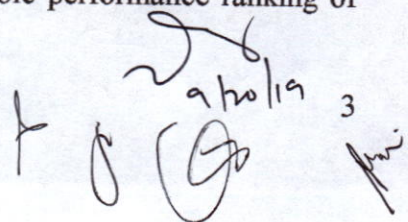
- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave;
 - i.
- 3.9 An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
- 3.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 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.
- 3.11 Officials and employees who failed to submit the 2018 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 2019 PBB.
- 3.12 Officials and employees who failed to liquidate all cash advances 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.
- 3.13 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
- 3.14 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 FY 2019 PBB to individuals.
- 3.15 Officials and employees responsible for the implementation of the prior years' audit recommendation, 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.

4. RANKING OF DELIVERY UNITS:

Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2019 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 Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The declarations of responsible bureaus/offices/delivery units in the completion of each critical or other key processes shall be the basis for equitable performance ranking of



delivery units. The resulting ranking of bureaus/offices/delivery units shall be indicated in the Annex 7 Form 1- Report on Ranking of Delivery Units.

5. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

For your information and guidance.

ENGR. CELEDONIO I. TOLENTINO, JR.
General Manager

[Handwritten signatures and initials]
9/20/19
4