



## CALABANGA WATER DISTRICT

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### OFFICE ORDER

Date : SEPTEMBER 28, 2020

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 2020

In view of the issuance of Memorandum Circular No. 2020-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order 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) set by the AO25 IATF for FY 2020 as provided in Section 5.0 of the Memorandum Circular No. 2020-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Local Water Districts (LWDs) issued pursuant to Executive Order No. 80 s. 2012 and Administrative Order No. 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1.

2.1.2 **FY 2020 Performance Targets.** (1) Achievement of at least 90 points for the FY 2020 MFOs performance accomplishments. LWDs must achieve 100% of the performance targets to earn the points assigned for each PI. (2) Adoption and implementation of resiliency programs and other response measures to mitigate the spread of COVID-19.

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- 2.1.3 FY 2020 Performance Rating.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of officials and employees of the LWDs.
- 2.1.4** The inability to meet any of the criteria above will render LWDs ineligible for the grant of the PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the LWDs may also be considered as grounds for disqualification from PBB, upon the proper determination and due process.
- 2.1.5** Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the LWDs system of rating and ranking of delivery units, shall not be entitled to the FY 2020 PBB if the LWD fails to comply with any of these requirements.

### **3. ELIGIBILITY OF INDIVIDUALS**

- 3.1** The General Manager's PBB rate for FY 2020 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.
- 3.2** The PBB for LWD Board of Directors shall be based on the provisions set by the Executive Order No. 65, series of 2012 subject to the following conditions;
- a. The LWD has qualified for the grant of the FY 2020 PBB;
  - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
  - c. The Board Member has eleven (11) months aggregated service in the position;
  - d. The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and
  - e. Submission of Board Member's FY 2020 accomplishments (policies or resolutions made, that will help address the operations as well as the guidelines of the LWD).
- 3.3** 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. The payment of the PBB shall come from the mother agency.
- 3.4** 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.
- 3.5** 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 7.7.
- 3.6** 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 PBB.
- 3.7** 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;



<b>Length of Service</b>	<b>% of PBB</b>
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 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;

**3.8** 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.

**3.9** Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.

**3.10** 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.

**3.11** 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 2009-002 dated May 18, 2009, shall not be entitled to the FY 2020 PBB.

**3.12** Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

**3.13** Agency heads should ensure that officials and employees covered by RA No. 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.

**3.14** Officials and employees responsible for the implementation of the prior years' audit recommendation, 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.

#### **4. RANKING OF DELIVERY UNITS**

LWDs and their corresponding delivery units that meet the criteria and conditions in Section 4.0, are eligible for the FY 2020 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:



**Ranking**

Top 10%  
Next 25%  
Next 65%

**Performance Category**

Best Delivery Units  
Better Delivery Units  
Good 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 delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

For your information and guidance.

ENGR. CELEDONIO I. TOLENTINO, JR.  
General Manager