



CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

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2021-09-062

OFFICE ORDER

Date : **SEPTEMBER 28, 2021**
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 2021**

In view of the issuance of Memorandum Circular No. 2021-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 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

Personnel holding regular, contractual and casual positions. Excluded herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

2. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

2.1 For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

a. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the total agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of FY 2021 PBB.

b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.

2.2 Eligible DUs shall be granted FY 2021 PBB at a uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7.0.

2.3 To be eligible for FY 2021 PBB, employees belonging to the First, Second and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-Approved Strategic Performance Management System (SPMS) of the requirement prescribed by the CESB.

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- 2.4 Personnel who transferred from one government agency to another agency shall be included 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.
- 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 a Very Satisfactory rating shall be eligible for the grant of the 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 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;
- 2.6 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.
- 2.7 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.
- 2.8 Officials and employees who failed to submit the 2020 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 2021 PBB.
- 2.9 Officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB.

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3. RATES OF THE PBB


The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB as agency is eligible. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021, as stated in the table below:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)


For transparency and guidance of all delivery units (DUs) and employees with this **System of Ranking**, the district shall cascade to its employees the guidelines and mechanics in ranking delivery units and the same shall be posted in CAWADI bulletin boards and official website.

Recommending Approval:


Diana B. Batalla
Secretary


Betty B. Viola
Vice-Chairperson


Michael M. Gutierrez-Moreno
Member


Raquel M. Saavedra
Chairperson

Approved:


ENGR. CELEDONIO L. TOLENTINO, JR.
General Manager

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COMMUNICATION AND CHANGE MANAGEMENT CASCADING EFFORTS

The new SYSTEM OF RANKING delivery units in the grant of PERFORMANCE BASED-BONUS (PBB) 2021 is cascaded to the employees through the following;

1. Posting on Transparency Seal
2. Posting at different offices/section bulletin boards
3. CAWADI Group Chat/PMT-PBB 2021
4. Staff and Committee Meetings

For queries, please contact the Administrative and General Services Division thru telephone number (054) 811 9184 or email at calabangawdhr@gmail.com.

ENGR. CELEDONIO L. TOLENTINO, JR.
General Manager

A handwritten signature in black ink, appearing to read "C. Tolentino", is placed over the printed name of the General Manager.

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