CALABANGA WATER DISTRICT
Administrative & General Services Division
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CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

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2025-09-006

CALABANGA WATER DISTRICT
Office of the General Manager
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By:

OFFICE ORDER

Date	:	**SEPTEMBER 30, 2025**
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 2025**

In view of the issuance of Memorandum Circular No. 2023-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 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 are covered by the circular. Excluded from the coverage 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. Similar to FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked for FY 2025 PBB. However, the unit/s most responsible for deficiencies shall be isolated.

a. To be eligible for the FY 2025 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (40 accountability dimensions. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In case, the agency fails to meet a rating of 4 in at least three (3) criteria, 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 2025 PBB.

b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 (of the circular) will also be isolated from the grant of the FY 2025 PBB.

2.2 Eligible DUs shall be granted FY 2025 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 (of the circular).

2.3 To be eligible for FY 2025 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) or the requirement prescribed by the Career Executive Service Board (CESB).

2.4 Department Secretaries, Heads of OEOs, Chairpersons, Commissioners of Constitutional Offices, Head of Attached Agencies, President of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB shall be equivalent to the rates stated in Section 7.0 (of the circular).

2.5 Non-ex officio Board Members of GOCCs covered by the DBM may be eligible for the PBB with the equivalent rates following Section 7.0 and these conditions:

a. The GOCC has qualified for the grant of the FY 2025 PBB;
b. The Board Member has 90% attendance to the duly called board meetings and committee meetings as certified by the Board Secretary;
c. The Board Member has nine (9) months aggregated service in the position; and
d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.

2.6 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.

2.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating shall be eligible for the full grant of the PBB.

2.8 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least 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;

2.9 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.

2.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2025 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such a penalty shall not cause the disqualification to the PBB.

2.11 Officials and employees who failed to submit the 2024 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 2024 PBB.

2.12 Officials and employees who failed to liquidate all cash advances received in FY 2025 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 2024 PBB.

3. RATES OF THE PBB

The total score as stated in Section 4.0 of the circular shall be the basis in determining the amount of the PBB an agency is eligible for. 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, 2025, 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)

Should the Calabanga Water District be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit to submit the complete PBB requirements on time.

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.

4. COMMUNICATION AND CHANGE MANAGEMENT CASCADING EFFORTS

CALABANGA WATER DISTRICT with the support of PMTs shall enhance the implementation of internal communication strategy on the PBB and fulfill the following:

a. Engage the employees in understanding the PBB, the performance targets of Calabanga Water District, as well as the services and outputs needed to deliver to meet targets.

b. Dissemination of performance targets and accomplishments through intranet, as well as CAWADI website for the public's information.

c. Set up a HELP DESK to respond to queries and comments on the targets and accomplishments of the Calabanga Water District.

d. Set up a Complaint Mechanism to respond to PBB-related issues and concerns raised officials and employees. Such may be incorporated into the functions of the Grievance Committee.

The new SYSTEM OF RANKING delivery units in the grant of PERFORMANCE BASED- BONUS (PBB) 2025 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 2025
4. Staff and Committee Meetings

For queries, please contact the Administrative and General Services Division thru telephone number (054) 811 9188 or email at calabangawdhr@gmail.com.

Recommending Approval:

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