



Republic of the Philippines

## BALAOAN WATER DISTRICT

Viloria St., Brgy. Antonino  
Balaoan, La Union, 2517

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### GUIDELINES FOR RANKING OF DELIVERY UNITS FOR THE PERFORMANCE BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2020.

#### 1. PURPOSE

To provide guidelines for the system of ranking of delivery units for the granting of 2020 Performance-Based Bonus (PBB) pursuant to the provisions of Memorandum Circular (MC) No. 2020 dated June 2, 2020 issued by the inter-agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting System.

#### 2. Coverage:

- All officials and employees holding regular plantilla positions of the Balaoan WD

#### 3. Guidelines:

3.1 The Memorandum Circular (MC) No. 2020 dated June 2, 2020, issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System shall be utilized on forced ranking delivery units.

3.2 The basis for evaluation will be the performance rating using the SPMS as approved by the Civil Service Commission.

3.3 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least "SATISFACTORY" shall be eligible to the full grant of the PBB.

3.4 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with a performance rating of at least "SATISFACTORY" shall likewise be entitled to PBB. The following table shall serve as the basis for the pro-rated amount;

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 length of service requirement 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 and
- h. Sabbatical Leave

#### 4. Exclusion

Excluded from the grant of the PBB are the following;

- 4.1 Those hired without employer-employee relations whose services are engaged through Job Order, Contract of Services;
- 4.2 Consultants and experts hired to perform specific activities or services with expected outputs;
- 4.3 An employee who is on vacation or sick leave, without pay for the entire year, is not eligible to the grant of PBB;
- 4.4 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty 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.
- 4.5 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC memorandum Circular No. 3 (s.2015) shall not be entitled to the FY 2019 PBB
- 4.6 Officers and employees who failed to liquidate Cash Advances for all domestic and Foreign travels received in FY 2020 with 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.
- 4.7 Officers and employees who received a " Below SATISFACTORY" rating under the CSC Strategic Performance Management System (SPMS) shall not be eligible to the PBB.
- 4.8 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

#### 5. SYSTEM OF RANKING

- 5.1 There shall no longer be a ranking of individuals within a delivery unit
- 5.2 The delivery units shall be based on LWUA MC No. 015-16 for Category D as Follows;

- a. Office of the General Manager
- b. Administrative Section
- c. Finance Services Section
- d. Commercial Services Section
- e. Operational/Technical Section

If not applicable, use the IPCR's to rank personnel using same ranking percentage

5.3 The different sections shall be forced ranked according to the following categorized as follows:

Ranking	Performance Category
Top 10%	Best Delivery Unit/Section
Next 25%	Better Delivery Unit/Section
Next 65%	Good Delivery Unit/Section

6. RATES OF THE ENHANCED PBB

The rates of the enhanced 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 the individuals' monthly basic salary as of December 31, 2020 based on the following categories.

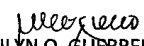
Performance Category	Multiple of Monthly Basic Salary
Best Delivery Unit/Section	0.65
Better Delivery Unit/Section	0.575
Good Delivery Unit/Section	0.50

7. Funding

Funding for the grant of PBB shall be charged to the BWD Corporate Fund.

8. BWD reserves the right to amend/adjust the criteria for forced-ranking of employees as needed.

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