

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)

SAGAY WATER DISTRICT

In compliance to Memorandum Circular No. 2018-1 dated May 28, 2018, Sagay Water District hereby adopts the following guidelines for the ranking of its three (3) delivery units and individual employees as basis for the grant of the Performance-Based Bonus (PBB) for fiscal year 2018.

A. Eligibility Criteria

Sagay Water District must satisfy the following criteria to be eligible for the grant of PBB:

1. Satisfy 100% of the Good Governance Conditions (CGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF);
2. Achieve each one of the physical targets, STO and GASS indicators as identified by LWUA; and
3. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of all officials and employees.

B. Eligibility of Individuals

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS. The final rating of each employee shall be determined by their department managers.
2. The Head of Agency is eligible only if their respective agency is eligible. If eligible, the maximum PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018.
3. 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.

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4. 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 SERVICES	% 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:

- 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

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5. An employee who is in vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
6. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.
7. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to the FY 2018 PBB.
8. Officials or employees who failed to liquidate all cash advances received in FY 2018 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 2018 PBB.
9. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2018 PBB.

C. Ranking of Delivery Units

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

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D. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.5


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Date: 09/20/2018


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Date: 09/20/2018