



# Munoz Water District

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## GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017

In connection with the implementation of Performance Based Bonus for Government Employees pursuant to EO No. 80 s. 2012 and EO No. 201 s. 2016, the following mechanics in ranking delivery units shall be use as basis for the grant of Performance Based Bonus for Fiscal Year 2017.

### 1. Ranking and Eligibility of Delivery Units

- The Delivery Unit (DU) must have achieved at least 100% of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for the year.
- The Delivery Unit should have satisfied 100% the good governance conditions:
  - i. Maintain update the Transparency Seat (TS) pursuant to Section 93 of the FY 2017 General Appropriations Act (GAA), to enhance transparency and enforce accountability;
  - ii. Maintain/Update the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PHILGEPS) pursuant to Government Procurement Reform Act (R.A. 9184) for transactions from November 16, 2016 to November 15, 2017;
  - iii. Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 and the President's Directive to cut down processing time of all applications from submission to release and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s. 2016;
  - iv. Develop the agency's Freedom of Information (FOI) Manual pursuant to the requirements and provisions of EO No. 2 s. 2016. For purposes of the FY 2017 PBB, the FOI Manual should be uploaded in the agency Transparency Seal on or before October 1, 2017, for validation by the Presidential Communications Operations Office (PCOO).
- Non compliance with any Good Governance Conditions will render the entire Department/Agency ineligible for PBB
- Delivery units shall be ranked using the CSC approved Strategic Performance Management System (SPMS).
  - i. Delivery units shall be ranked based on the Department Performance Commitment Review (DPCR)

- ii. Forced ranking of delivery units shall be made with the highest rating as Best Delivery Unit, remaining delivery units shall be ranked Better and Good Delivery Unit for the 2<sup>nd</sup> highest and the lowest.

- The Report on Ranking of shall be indicated in the Form 1.0 as follows:

FORM 1.0 REPORT ON RANKING OF DELIVERY UNIT	
<b>Agency:</b>	_____
<b>1.0 Summary of Information Required</b>	
1.1 Total No. of Delivery Units	_____
1.2 Total No. of Delivery Units that achieved their performance targets	_____
1.3 Total No. of Filled Positions as of November 30, 2016	_____
1.4 Total No. of Officials and Employees Entitled to PBB	_____
1.5 Total Amount Required for Payment of PBB	_____

## 2. Eligibility of Individuals

- The General Manager's PBB Rate for FY 2017 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.
- The Performance Based Incentive (OBI) of the Board of Directors shall be based on the provisions set by Executive Order No. 65 series of 2012.
- The CSC Approved Strategic Performance Management System shall be used in evaluating the performance of each individual. Employees within the delivery unit will no longer be ranked individually.
- The rates of PBB of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individuals monthly basic salary:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

- An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least satisfactory rating may be eligible to the full grant of PBB.
- An official or employee who rendered less than nine (9) months but minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:


Length of Service	% PBB Rate
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
- MWD personnel shall not be entitled to PBB under the following conditions:
    - i. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016. However, a penalty of reprimand shall not cause the disqualification to the PBB.
    - ii. Failed to submit the 2015 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015.
    - iii. Failed to liquidate within the reglementary period the Cash advances received in FY 2017 as required by the COA;
    - iv. Have been on vacation or sick leave for the entire year;
    - v. Failed to submit their complete SPMS Forms for FY 2017.
  - Officials and employees responsible for submitting COA Financial Reports and statements to include Financial Statements, Annual Financial Reports and Annual Audit Reports shall not be entitled to FY 2017 PBB, if the agency failed to comply the said reporting requirements;
  - The Head of Procuring entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:
    - i. FY 207 Annual Procurement Plan (APP-None CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of Memorandum circular No. 2017-1 dated March 9, 2017 issued by Inter Agency Task Force (AITF)
    - ii. FY 2018 Annual Procurement Plan for Common-Use-Supplies and Equipment (APP-CSE) to the DBM Procurement Service on or before November 30, 2017

- Officials and employees responsible for non-compliance for prior years' audit recommendations shall not be entitled to FY 2017 PBB
- Agency Head should ensure the submission of SALN of officials and employees to the respective SALN repository agencies, liquidation of Cash Advances for FY 2017 and completion of SPMS Forms as these will be the basis for the release of FY 2017 PBB to individuals.

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