



Munoz Water District

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016

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

1. Ranking and Eligibility of Delivery Units

- The Delivery Unit (DU) must have achieved at least 90% of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for the year as specified in Form A.
- The Delivery Unit that did not achieve 90% of their target in any of the performance indicators shall no longer be included in the forced ranking and shall not be eligible to receive Performance Based Bonus (PBB) for FY 2016.
- The Delivery Unit should have complied with the good governance conditions set by AO25 Inter-Agency Task Force (IATF) for FY 2016.
- Delivery units shall be ranked using the CSC approved Strategic Performance Management System (SPMS).
 - Delivery units shall be ranked based on the Department Performance Commitment Review (DPCR)
 - 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 2nd 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	
Agency:	
1.0 Summary of Information Required	
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 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 as of December 31, 2016, but not lower than Five Thousand (P5,000.00) pesos, as shown in the table below:

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:

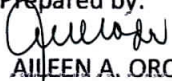
Length of Service	% PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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 2016 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 2016.

- Agency Head should ensure the submission of SALN of officials and employees to the respective SALN repository agencies, liquidation of Cash Advances for FY 2016 and completion of SPMS Forms as these will be the basis for the release of FY 2016 PBB to individuals.

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