

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

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating and rating of offices and employees within the department / agency.)

In connection with the implementation of a performance-based incentive system per joint LWUA and DBM Memorandum Circular No. 2014-02 series of 2014, the following mechanics of ranking office and personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2015 are hereby prescribed:

Evaluation of Office:

The performance of the office shall be evaluated based on the accomplishment of committed targets which shall be set by Local Water Utilities Administration (LWUA) . LWUA shall evaluate the reasonableness of the agency based on the available resources (manpower, financial and facilities) and capability to provide necessary resources as stated in joint LWUA and DBM Memorandum Circular No. 2014-02 s. 2014.

Further, the performance of the agency shall be evaluated by LWUA based on the following eligibility criteria : (MC No. 2014-02 s. 2014; Sec. 4.0, 4.1)

- Achieve at least 90% of each one of their performance targets for the delivery of MFOs, Support to Operation (STO) and General Administration and Support Services (GASS) for the year'
- Satisfy 100% of the good performance conditions set by the AO 25 Interagency Task Force (IATF) for FY 2014 to wit :
 - a. All officers/ employees under a delivery unit with cash advances/s must be settled / liquidated fully within the prescribed period;
 - b. All employees under a delivery unit must have complied with the submission of SALN.
- Payment of applicable taxes.
- Rank performance of delivery units and the personnel within these units.
- Delivery unit/s that did not meet the **90%** of their target in any one of the performance targets shall **no longer be included in the forced ranking and shall not be eligible to receive PBB;**

Internally, the BOD shall evaluate the performance of the head of the agency based on the percentage of accomplishment of the BOD approved institutional targets with reference to 90% of achievement of MFOs, STO and GASS together with LWUA parameters using the OPCR form.

Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERDFOMANCE OF CATEGORY OF DELIVERY UNIT
Top 10%	BEST Delivery Unit / Division
Next 25%	BETTER Delivery Units
Next 65%	GOOD Delivery Units

Evaluation of Personnel :

The personnel shall be ranked based on their individual performance targets aligned with the agency’s BOD approved institutional targets with integration of LWUA’s parameters. Accomplishments of targets shall be rated for the last two (2) rating periods using CSC’s SPMS Office Performance Commitment Review (OPCR) for General Manager, Department Manager and Division Managers and Individual Performance Commitment Review (IPCR) forms for the rest of the employees. Also satisfy other criteria for PBB.

- a. Should received a rating of at least “Satisfactory” under the CSC- approved Strategic Performance Management System (SPMS);
- b. Must have at least achieved 90% of his/her target for the year;
- c. Must have no outstanding cash advances for liquidation as of November 30,2016;
- d. Must have complied with the submission of SALN per RA 6713.

Employees in the offices that ranked Good, Better and Best shall be entitled to PBB in varying rates provided they got a performance rating of at least Satisfactory based on the CSC’s approved SPMS. Those with one (1) year in the service as of December 2014 shall be entitled to full payment of PBB. Those who have rendered a minimum of nine (9) months of service during the fiscal year shall be entitled to pro-rated PBB 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 rate of PBB incentive shall be as follows:

RATES OF PERFORMANCE – BASED BONUS INCENTIVES
(Divisional and Individual Personnel)

Performance Categories of offices/ delivery units	Performance Categories of Personnel		
	Best Performer	Better Performer	Good Performer
Best Delivery Unit / Division	35,000.00 (20%)	25,000.00 (35%)	10,000.00 (45%)
Better Delivery Unit / Division	25,000.00 (15%)	13,500.00 (30%)	7,000.00 (55%)
Good Delivery Unit / Division	15,000.00 (10%)	10,000.00 (25%)	5,000.00 (65%)

mpcorporal
MARIDEE Y. CORPORAL
Admin. Services Chief C
(HR – Head)

Date: *October 5, 2016*

solito
ENGR. SOLITO T. TORCUATOR
Head of the Agency

Date: *October 05, 2016*