

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

With reference to Joint Memorandum Circular No. 2017-014 dated July 3, 2017, the Polomolok Water District (PoIWD) shall adopt the following guidelines / mechanics in ranking delivery units and individuals:

**I. RANKING OF DELIVERY UNITS**

- PoIWD and their corresponding delivery units shall meet the criteria and conditions in Section 5.1 of the Joint Circular.
- Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- Employees belonging to the First and Second Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS).
- Officials and employees who receive a “Below Satisfactory” rating under the CSC-approved SPMS shall not be eligible to the PBB.
- Officials and employees who did not file SALN and failed to liquidate their advances in FY 2017 shall not be eligible to the PBB.

**II. 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 individual’s monthly basic salary as of December 31,2017 as illustrated below.

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

**III. ELIGIBILITY OF INDIVIDUALS**

1. Employees should receive a rating of at least “Satisfactory” based on the agency’s CSC approved SPMS.
2. Employees who has rendered at least nine (9) months of service in FY 2017 and with at least “Satisfactory” rating will be eligible to the full grant of the PBB.
3. An official employee who has rendered less than nine (9) months but a minimum of three (3) months in service and with at least “Satisfactory” rating shall be eligible to the grant of PBB on a pro-rata basis illustrated 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 following are the valid reasons for an employee who may not meet the nine-month actual service to be considered for PBB on a pro-rata basis:

- i. Being a newly hired employee;
  - ii. Retirement
  - iii. Resignation
  - iv. Rehabilitation Leave;
  - v. Maternity Leave and/ or Paternity Leave
  - vi. Vacation or Sick Leave with or without pay;
  - vii. Scholarship / Study Leave; and
  - viii. Sabbatical Leave
4. An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.
  5. Personnel found guilty of administrative and/ or criminal cases in FY 2017 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
  6. Employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the FY 2017 PBB.
  7. Employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2017 required by COA shall not be entitled to the FY 2017 PBB.

#### IV. FEEDBACK MECHANISM

Any related issues/ complaints raised by the employees shall be submitted in writing to the Grievance Committee. Then within ten (10) working days, the Committee shall study the said concerns and make recommendations that will be submitted to the PMT. Consequently, upon receipt of the Grievance Committee report, the PMT will resolve the issues within 10 working days. The PMT decision shall be final and executory.

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