



REPUBLIC OF THE PHILIPPINES
POLOMOLOK WATER DISTRICT

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

Department / Agency : **POLOMOLOK WATER DISTRICT**

With reference to Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (MC No. 2018-1 dated May 28,2018), the Polomolok Water District (PoIWD) shall adopt the following guidelines / mechanics in ranking delivery units and individuals:

I. RANKING OF DELIVERY UNITS (Section 8)

- PoIWD and their corresponding delivery units shall meet the criteria and conditions in Section 8 of the Memorandum Circular.
- Departments/ Agencies and their corresponding offices/ delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2018 PBB. Bureaus, offices or 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

The declarations of responsible bureaus/ offices/ delivery units in the completion of each critical service or key process shall be the basis for equitable performance ranking of delivery units.

- Only the personnel belonging to eligible delivery units are qualified to the PBB. Refer also to exclusion of individuals as cited in Section 7. Individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action.
- To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2018 PBB, departments/ agencies shall list the names of employees who belong in the Best Delivery Units.



EVERY DROP COUNTS!

II. RATES OF THE PBB (Section 9)

The rates of the 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 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	0.50

III. ELIGIBILITY OF INDIVIDUALS (Section 7.0)

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 Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from mother agency.
3. Personnel who transferred from government agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/ employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 7.8.
5. 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 may be eligible to the full grant of the PBB.
6. An official or employee who rendered less than nine (9) months of service during the fiscal year 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 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
7. 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.
 8. 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 from the PBB.
 9. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015); or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.
 10. Officials and 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 FY 2018 PBB.
 11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
 12. Agency heads should ensure that all officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed the SPMS forms, as these will be the basis for the release of FY 2018 PBB to individuals.
 13. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department / agency system ranking of performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department / Agency fails to comply with any of these requirements.

VI. EFFECTIVITY

This guidelines/ mechanics shall take effect immediately.

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