



With reference to Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (MC No. 2020-1 dated June 02, 2020; Joint Memorandum Circular No. 2020-1 of DBM and LWUA), the Polomolok Water District (PoIWD) shall adopt the following guidelines / mechanics in ranking delivery units and individuals:

**I. COVERAGE**

All officers and employees of PoIWD holding Plantilla positions.

**II. RANKING OF DELIVERY UNITS**

1. The delivery units that meet the criteria and conditions in Section 4.0 of LWUA and DBM Joint Circular No. 2020-1 dated September 3, 2020 are eligible to the PBB for FY 2020.
2. 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

3. When identifying and determining delivery units, PoIWD must be guided by the LWUA MC No. 015-2016 PBB 2016 Ranking of Delivery Units. A delivery unit is the primary subdivision of the PoIWD performing substantive line functions, technical services, or administrative support, as reflected in PoIWD's Organizational Structure / Functional Chart.

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.

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4. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action.
5. To recognize high performance of PolWD employees in relation to the achievement of agency targets and requirement for the grant of the FY 2020 PBB, departments/ agencies shall list the names of employees who belong in the Best Delivery Units.
6. Officials and employees who receive a "Below Satisfactory" rating under CSC approved SPMS shall not be eligible to the PBB.
7. Officials and employees who did not file SALN and failed to liquidate their cash advances in FY 2020 shall not be eligible to the PBB.
8. To heighten transparency among delivery units and employees, departments / agencies shall cascade to their employees the agency guidelines / mechanics in ranking delivery units for the grant of the FY 2020 PBB.

### III. RATES OF THE PBB

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, 2020, 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

### IV. ELIGIBILITY OF INDIVIDUALS

1. The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his/her monthly basic salary.

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2. The PBB for the PolWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:
  - a. The PolWD has qualified for the grant of the FY 2020 PBB;
  - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
  - c. The Board Member has eleven (11) months aggregated service in the position;
  - d. The PolWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA, and
  - e. Submission of Board Member's FY 2020 accomplishments (policies or resolutions made, that will help address the operations as well as the guidelines of the PolWD)
3. 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.
4. 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.
5. 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 7.7.
6. 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.

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7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of the 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
8. 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.
9. Personnel found guilty of administrative and/ or criminal cases by final and executory judgment in FY 2020 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.

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- 10. Officials and employees who failed to submit the 2019 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 2020 PBB.
- 11. Officials and employees who failed to liquidate all cash advances received in FY 2020 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 2020 PBB.
- 12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- 13. Agency heads should ensure that all officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS forms, as these will be the basis for the release of FY 2020 PBB to individuals.
- 14. 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 2020 PBB if the Department / Agency fails to comply with any of these requirements.

**V. EFFECTIVITY**

This guidelines/ mechanics shall take effect immediately.

Prepared by:

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Sr. Industrial Relations Management Officer- A

Date: September 22, 2020

Noted by:

**ENGR. SOLITO T. TORCUATOR**  
General Manager B

Date: September 22, 2020

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## Activities / Details of Cascading Efforts for the Guidelines / Mechanics in Ranking Offices / Delivery Units for the Grant of FY 2020 PBB

To heighten transparency among delivery units and employees, Polomolok Water District shall conduct the following activities to ensure that the Guidelines / Mechanics in Ranking Offices/ Delivery Units for the Grant of FY 2020 PBB are cascaded.

### 1. Annual Re-orientation Program

At the beginning of the calendar year, the employees are updated on the accomplishment of the previous year and the institutional targets for the upcoming year. Similarly, they are also reoriented and oriented on the programs, policies, mandatory requirements and rules and regulations of regulatory bodies that have impact on the operation of the District. These include, among others, the PBB rates, requirements, timeline and validating agencies.

### 2. Office Memo

The issuance of office memo to all employees of the District, through their division heads, will assure that information has reached the field personnel. All employees are required to sign on the memo to manifest that they have read its content.

### 3. Bulletin Board Posting

The Guidelines / Mechanics in Ranking Offices / Delivery Units for the Grant of FY 2020 PBB will be posted in all bulletin boards within Polomolok Water District premises. The guidelines/mechanics will be conspicuously posted for everybody to see or read.

### 4. Divisional Meeting

The cascading of the Guidelines / Mechanics in Ranking Offices / Delivery Units for the Grant of FY 2020 PBB will be included in the agenda during divisional meetings facilitated by the division managers. Since they have the first hand information about this requirement, they can explain to the employees the said guidelines.

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**5. Monday Convocation / Assembly**

As a customary activity during Monday assembly, the sponsoring division will announce operational updates while the concerned individuals will share insights on trainings attended. The information on the Guidelines / Mechanics in Ranking Offices / Delivery Units for the Grant of FY 2020 PBB will form part of the announcements are reminder to keep the employees updated.

**MARIDEE Y. CORPORAL**  
SIRMO-A

Date: September 22, 2020

**ENGR. SOLITO T. TORCUATOR**  
General Manager B

Date: September 22, 2020

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