



# BUENAVISTA WATER DISTRICT

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

In compliance with the Memorandum Circular No. 2018-01 issued by the Inter-Agency Task Force (AITF) on the Harmonization of National Government Performance Monitoring, Information and Reporting System and Executive Order No. 80, Joint Memorandum Circular No. 2017-014-17 issued by the Local Water Utilities Administration (LWUA) - Department of Budget and Management (DBM), LWUA Memorandum No. 015.16 dated October 21, 2016, the Buenavista Water District adopts the following **System of Ranking of Delivery Units for the Grant of Performance - Based Bonus for the year 2018.**

### I - Coverage

The Performance-Based Bonus shall be granted to all qualified permanent employees of Buenavista Water District (Agusan del Norte).

### II - Eligibility and Ranking

- A. Each delivery unit must achieve at least 90% of each one of the approved Performance Targets for the delivery of Major Final Outputs(MFOs)
- B. The Delivery Units of BWD as per LWUA Memorandum Circular No. 016-16 for Category C are as follows:
  - a) Office of the General Manager
  - b) **Division A** Administration and General Services Section & Finance and Commercial Section
  - c) **Division B** Engineering and Construction Section & Production and Water Quality Section
- C. To determine the ranking of Office/Section as "delivery units", the average final performance rating of qualified employees under each Office/Division for the period January to June and July to December 2017 will be computed.
- D. Delivery units shall be forced ranked according to the following categories:

Top 10%	Best Bureau/Office/Delivery Units
Nest 25%	Better Bureau/Office /Delivery Units
Next 65%	Good Bureau/Office/Delivery Units

### III - Eligibility of Individual Employee

- A. All permanent employees of the first and the second level should have a rating of at least “Satisfactory” based on the CSC- Approved Strategic Performance Management System (SPMS).

• ***Performance Review and Evaluation***

This phase aims to assess both Office and individual employee’s performance level based on set performance targets and measures as approved in the office and individual performance contracts (OPCR and IPCR). The rater objectively determines the gaps between the actual and desired performance.

1. Office Performance Assessment

1.1 The General Manager shall assess and evaluate the performance of the Office using the OPCR.

1.2 The Top Management shall validate the accomplishments reported as necessary.

1.3 Various rating scales shall be used for specific sets of measures, as follows:

1.3.1 Core Function

These are the functions that implement and deliver the mandates as identified in the BWD Roadmap, Performance Goal Settings (PGS) and Office Performance Indicator Framework (OPIF).

1.4.2. Support Function

These are functions that provide necessary resources to enable the BWD to effectively perform its mandate.

1.5. Critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the Revised OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T).

1.6. The Planning Office shall return to the PMT the validated accomplishments. The PMT is given three (3) days to comment on the validated accomplishments otherwise the Planning Office shall consider it as final for submission to the General Manager for final assessment.

1.7. To assist the General Manager evaluate performance, the Planning Office shall consolidate, review, validate and evaluate the initial performance assessment of the Office based on reported accomplishments against the success indicators, and the allotted budget against the actual expenses.

1.8. A performance review conference shall be conducted by the PMT annually. The General Manager shall facilitate the discussion with the PMT with regards to budget utilization. The PMT shall submit a quarterly accomplishment report to the Planning Office.

## 2. Performance Assessment and Evaluation for Individual Employees

2.1 The Designated Section Chiefs shall assess individual employee performance based on the commitments made at the beginning of the rating period, while the General Manager shall assess the performance of the Designated Section Chiefs. He/she shall indicate qualitative comments, observations and recommendations in the IPCR to include behavior and critical incidents<sup>i</sup> that may be considered for other human resource development purposes such as promotion and other interventions. Said assessment shall be discussed with the concerned individual prior to the submission of the IPCR to the PMT. He shall make the final assessment of performance level of the individual employees. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor. He/she may adopt appropriate mechanism to distinguish performance level of individuals such as, but not limited to, peer ranking and client feedback.

2.2 The average of all individual performance assessments shall not go higher than the collective performance assessment of the Office.

2.3 The PMT shall serve as the appeals body and final arbiter on performance concerns. An employee who does not agree with the performance assessment received may file an appeal with the PMT through the Planning Office within 10 days from receipt of the final approved IPCR from the General Manager. PMT shall decide on the appeals within one month from receipt of such appeal.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the Office and the staff for awards and incentives.

- ***Performance Rewarding and Development Planning***

In this process, the Head of Agency shall discuss with the individual employee to assess the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

Employees are ranked within clusters and categorized based on complexity of work and accountability. This also forms part of the discussion between the rater and the ratee where they assess competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the performance evaluations/assessment shall serve as inputs to the:

- Head of Agency in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- PMT in consolidating and coordinating developmental interventions that will form part of the Human Resource Plan and the basis for rewards and incentives; and
- PRAISE Committee in identifying top performers of the organization who qualify for rewards and incentives.

• **Rating Period / Scale**

Rating period of the employee will done every six months of the Calendar year from January 1 to June 30 and from July 1 to December 31. And Every 2<sup>ND</sup> Week (Month of July and January) of the following month of the rating period the result will be forwarded to the General Manager for approval.

Various rating scales shall be used for specific sets of measures like core and support functions.

- Core Functions – these are functions performed by the Office/department which are inherent in its mandates.
- Support Functions - these are functions performed by the Office/department that provide necessary resources to enable the office/department to effectively perform its mandate.

However, in general, there shall be five-point rating scale (1-5), 5 being the highest and 1, the lowest.

**SPMS General (Effectiveness/Quantity) Rating Scale**

<i>Numerical</i>	<i>Description</i>
5	130% meeting the success indicators.
4	115% to 129.99% of the success indicators.
3	100% to 114.99% of the success indicators.
2	51% to 99.99% of the success indicators.
1	Below 50% of the success indicators.

### SPMS Rating Scale for Efficiency

<i>Numerical</i>	<i>Description</i>
5	Task completed 10 days before target date and/or no error.
4	Task completed 5 days before target date and/or 2 errors.
3	Task completed on target date and/or 5 errors.
2	Task completed 5 days after target date and/or 10 errors.
1	Task completed 10 days after target date and/or more than 10 errors.

### SPMS Rating Scale for Timeliness

<i>Numerical</i>	<i>Description</i>
5	Task completed on or before the target date.
4	Task completed .01% to 10% after the target date or completed after 3 working days from the target date
3	Task completed 10.01% to 20% after the target date or completed after 5 working days from the target date
2	Task completed 20.01% to 30% after the target date or completed after 10 working days from the target date
1	Task completed by more than 30% after the target date or completed after 15 working days from the target date.

In the computation of the final rating of the office and individual performances critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T). For this purpose, the following weight allocation shall be followed:

#### Agency Head

Core Functions	-	75%
Support Functions	-	35%
		100 %

#### Technical/Professional Subordinates with SO/SP

Core Functions	-	70%
Support Functions	-	<u>30%</u>
		100%

Technical/Professional Subordinates w/o SO/SP

Core Functions	-	70%
Support Functions	-	<u>30%</u>
		100%

Other employees

Core Functions	-	40%
Support Functions	-	<u>60%</u>
		100%

SAMPLE COMPUTATION:

45% Strategic Priorities, 45% Core Functions, and 10% Support Functions

Category	MFO	Rating
SP/SO	2	$4+3=7/2=3.5 \times 45\%=1.575$
Core Function	4	$3+4+3+2=12/4=3 \times 45\%=1.35$
Support Function	1	$3 \times 10\%=.3$
Total/Final Overall Rating		$1.575+1.35+.3=3.225$
Adjectival Rating		<b>Satisfactory</b>

- B. The Head of the Agency is qualified to receive the highest incentives of the PBB.
- C. Only employees belonging to the eligible delivery units are qualified for the PBB.
- D. An employee or official who has rendered a minimum of nine(9) months of service in FY 2017 and with at least "Satisfactory Rating" may be eligible to the full grant of PBB.
- E. An employee who rendered less than nine (9) months but minimum of three(3) months and with a rating of at least "Satisfactory" shall be eligible to the grant of PBB on a pro-rated basis, corresponding to the actual length of service rendered as follows:

Length of Service	% of 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 valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated basis:

- a) Being a newly-hired employee
- b) Retirement
- c) Resignation
- d) Rehabilitation Leave
- e) Maternity Leave or Paternity Leave
- f) Vacation or Sick Leave with or without pay
- g) Study Leave

F. Officials /Employees who are not eligible to receive PBB

The following are excluded from the grant of PBB:

- a) An employee who is on vacation or sick leave with or without pay for the entire year;
- b) Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executor judgment (if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB)
- c) Officials and employees who failed to submit their completed 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015;
- d) 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 reiterate in COA Circular 2009-002 dated May 18, 2009;
- e) Officials and employee who failed to submit their complete SMPS forms;
- f) Officials and employees responsible for the implementation of the prior years audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, if the agency fails to comply with any of these requirements.

VI – Rates of the FY 2018 PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual’s bureau or delivery units with the rate of incentives as multiple of one’s monthly basic salary based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Bureau/Office/Delivery Unit ( 10%)	.065
Better Bureau/Office/Delivery Unit (25%)	.575
God Bureau/Office/Delivery Unit (65%)	.50

  
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 General Manager

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