

# 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 2020

In compliance with Executive Order No. 80 s. 2012, and Administrative Order No. 25 Inter-Agency Task Force Memorandum Curcular No. 2021-1 and Joint Memorandum Circular No. 2020-1 issued by the Local Water Utilities Administration (LWUA) - Department of Budget and Management (DBM), the Buenavista Water District adopts the following **System of Ranking of Delivery Units for the Grant of Performance - Based Bonus for the year 2020.**

### 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 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 2020 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).
- 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 2020 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 2020 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 2019 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 2020 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;


VI – Rates of the FY 2020 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

VII – Cascading Activities

The mechanics of the ranking of office/ delivery units and individuals shall be scheduled during target setting of the Officer Performance Commitment and Review (OPCR) and the Individual Performance Commitment and Review, which is every 2<sup>nd</sup> and 4<sup>th</sup> quarter of the year.

  
**ELISA B. ALIBAY**  
General Manager