



CALUMPIT WATER DISTRICT

Calumpit, Bulacan

ANNEX 8

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

(Based on Inter-Agency Task Force Memorandum Circular No. 2018-1)

1. The Delivery Units must achieve their Performance Targets for the delivery of Major Final Outputs (MFOs) and Performance Indicators (PIs) identified in the LWUA-DBM Joint Circular No. 014-17 dated July 31, 2017 using Form A. This shall be used as basis in assessing the Local Water Districts (LWDs) performance and eligibility for the 2018 PBB.
2. Calumpit Water District must satisfy 100% of the Good Governance Conditions (GGCs) set by AO 25 Inter-Agency Task Force (IATF) for the FY 2018;
3. DUs shall be grouped and ranked according to their functions and responsibilities. Thus, a good, better and best unit/s shall be identified under the following:
 - I. **Office of the General Manager**
 - II. **Administrative Department**
 - Human Resource Division
 - Administrative Services Division
 - General Services Division
 - III. **Finance Services Department**
 - Accounting Division
 - Cash Management Division
 - Budget Division
 - IV. **Commercial Services Department**
 - Customer Services Division
 - Customer Accounts Division
 - V. **Engineering and Operations Department**
 - Production and Planning Division
 - Construction and Maintenance Division

** There shall no longer be a ranking of individuals within the delivery unit.*

“CWD... Patuloy sa Serbisyo Publiko”



Management System
ISO 9001:2015
Number of this copy
ID: 214603489



CALUMPIT WATER DISTRICT

Calumpit, Bulacan

4. As per IATF Memorandum Circular No. 2018-1, PBB rates for each individual employee shall be based on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2018, as follows, but not lower than Php 5,000.00.

Performance Category of Delivery Unit	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

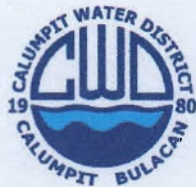
5. Employees belonging to the First and Second Levels shall have a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units.
6. An official or employee holding regular plantilla positions who has rendered a minimum of nine (9) months of service in FY 2018 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
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 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 requirement to be considered for PBB on a pro-rata basis:

- a. Being newly hired employee;
- b. Retirement;
- c. Resignation
- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

"CWD... Patuloy sa Serbisyo Publiko"



Management System
ISO 9001:2015
www.tuv.com
ID: 913632864



CALUMPIT WATER DISTRICT

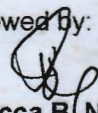
Calumpit, Bulacan

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 PBB.
9. Personnel found guilty of administrative and/or criminal cases by final and executor 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 to the PBB.
10. Officials and employees who failed to submit the 2017 SALN shall not be entitled to the FY 2018 PBB.
11. 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 the FY 2018 PBB.
12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

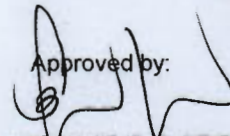
Prepared by:


Anna Marie D. Martinez
Administration Services Asst. B

Reviewed by:


Rebecca B. Nabong
Department Manager B, Admin

Approved by:


Engr. RONNIE B. LARGADO
General Manager

“CWD... Patuloy sa Serbisyo Publiko”

M. Serrano St., Brgy. Corazon, Calumpit, Bulacan 3003. Tel No: (044) 202-4235 / 675-1453 / 913-0079; Telefax # (044) 913-0080;
Website: www.calumpitwd.gov.ph