

**MODIFICATIONS ON GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS
(DEPARTMENT) AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR YEAR
2014 and ONWARDS**

1. The Delivery Unit (DU)/Department must achieved at least 90% of each MFO, STO, GASS targets for FY2014 as specified in Form A; The MFOs and Pls identified under Memorandum Circular No 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing the LWD performance and determining their eligibility for the PBB.
2. The San Jose Water must have satisfied 100% of the good governance conditions set by the AO-25 Inter-Agency Task Force (IATF) for FY2015;
3. Use the CSC-approved SPMS in rating and ranking First and Second Level employees.
4. DUs/Department that did not achieve at least 90% of their target in any one of the performance indicators shall no longer be included in the forced ranking and shall not be eligible to receive PBB for FY 2014.

For reference purposes, the DUs/Department with more than 20% accomplishment or with less than 90% accomplishment in any one of its targets must submit their corresponding justification for exceeding or not meeting their target/s respectively.

5. DUs/Department shall be grouped and ranked according to the existing major programs of the SAN JOSE WATER. Thus, a good, better, and best unit/s shall be identified.
6. The scores of the DUs/Department shall be the basis of ranking as follows:
 - 6.1 The accomplishment of the DUs based on the Performance Indicators shall comprise 70% of the final score. The basis of evaluation shall be the accomplished Form A (50%) and Form A-1 (DPCR = 50%).

Reference for Form A-1 (DPCR)

Department Rating	% Earned
5	100%
4	90%
3	80%
2	70%

Example: Department Rating 4.2 = 92%

- 6.2 The Department Manager will rate other DUs according to their other accomplishments and impact to WDs mandate, teamwork and ability to generate savings. This shall form 10% of the DUs final score.

6.3 The DUs will be finally rated by the General Manager taking into the consideration their consistency of performance, reliability and effectiveness. The third rating shall form 20% of the DUs final score.

6.4 The sum of the DUs first, second and third rating will be the PMTs basis in the final forced ranking. Hence, the Good, Better and Best DUs will be determined.

Performance Rating Form A (50%) & Form A1 DPCR (50%) 70%	Department Manager Rating (Department impact to WDs mandate, teamwork and ability to generate savings) 10%	General Manager Rating (Consistency of Performance, Reliability and Effectiveness) 20%	Total 100%

7. For purposes of ranking the delivery units, the following performance bracket shall apply:

Department Rating	Performance Category
90 – 92%	Good
93 – 94%	Better
95% and above	Best

Delivery Units as defined for San Jose Water ^{all} all the Departments (Administrative and Finance Department, Commercial Department, Engineering Department, Production Department and the Office of the General Manager).

Upon obtaining the final rating of each Department, the respective divisions (except for the OGM) shall share percentage as defined on Item 8. Thus, ranking shall be on a per division basis and this will depend on the total no. of personnel per Division.

8. Consequently, individual performance by San Jose Water employees shall be derived and reflected in the following tabulation, as measured by the SPMS/Performance Evaluation System approved by the Civil Service Commission which is in effect during the rating period.

PERFORMANCE CATEGORY OF DELIVERY UNIT (DEPARTMENT)	INDIVIDUAL Best Performer (Outstanding)	PERSONNEL Better Performer (Very Satisfactory)	RATING Good Performer (Satisfactory)
Best Delivery Unit	P 35,000.00 (20%)	P 20,000.00 (35%)	P 10,000.00 (45%)
Better Delivery Unit	P 25,000.00 (15%)	P 13,500.00 (30%)	P 7,000.00 (55%)
Good Delivery Unit	P 15,000.00 (10%)	P 10,000.00 (25%)	P 5,000.00 (65%)
Poor Delivery Unit	-0-	-0-	-0-

ENTITLEMENT/ELIGIBILITY TO THE PERFORMANCE BASED BONUS (PBB) (reference: IATF MC No. 2015-3)

1. The Performance Based Bonus (PBB) of the General Manager shall be based on the eligibility of the respective Agency. The PBB rate shall be fixed at P35,000 for FY2015.
2. Board of Directors' entitlement to the Performance Based Bonus is subject to the following conditions:
 - a. 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary
 - b. Nine (9) months aggregate service as Members of the Board, and
 - c. Submission of FY 2015 Corporate Operating Budget (COB) to DBM with the set deadline.
3. The Performance Based Bonus of the Department and Division Manager shall be based on the final rating of their delivery unit and should receive a rating of at least Very Satisfactory with reference to the DPCR (Department Performance Commitment and Review) and IPCR (Individual Personnel Commitment and Review) respectively.
4. Employees belonging to the First and Second Level should receive a rating of at least Satisfactory based on the San Jose Water's CSC Approved Strategic Performance Management System (SPMS).
5. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least Very Satisfactory based on the San Jose Water's CSC-approved Strategic Performance Management System (SPMS) may be eligible to the full grant of the PBB.
6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated 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 to PBB on a pro-rata basis:

- a. Being a 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

7. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible for the grant of the PBB.
8. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2015 shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
9. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the FY2015 PBB.
10. Officials and employees who failed to liquidate Cash Advances received in FY2015 within the thirty (30) days reglementary period as required by COA shall not be entitled to the FY2015 PBB. The reference shall be the Report of Unliquidated Cash Advance submitted to COA.

Note: All letters in BLUE, additional to the approved Guidelines.

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