



**REVISED GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS (DEPARTMENT) AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR YEAR 2016 and ONWARDS**

1. The Delivery Unit (DU)/Department must achieve at least 90% of each MFO, STO, GASS targets for FY2014 as specified in Form A; The Major Final Outputs (MFOs) and Performance Indicators (PIs) 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 FY2016;
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 2016.

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. The reference of Performance Management Team (PMT) in the forced ranking of the Delivery Unit is the final rating as reflected on their department Office Performance Commitment and Review (OPCR).
6. 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.

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

7. The PBB rates of San Jose Water employees shall depend on the performance ranking of the delivery unit they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00:

PERFORMANCE CATEGORY OF DELIVERY UNIT (DEPARTMENT)	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%
Poor Delivery Unit	-0-

#### **ENTITLEMENT/ELIGIBILITY TO THE PERFORMANCE BASED BONUS (PBB)**

(reference: IATF MC No. 2016-1)

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 based on the monthly basic salary as of December 31, 2016, as follows:

PERFORMANCE OF ELIGIBLE AGENCY	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical target's due to <b>uncontrollable</b> reasons	57.5%
Agency achieved all GGCs, and has deficiency in <b>one</b> of its physical target/s due to <b>controllable</b> reasons	50%
Poor Delivery Unit	-0-

2. The Performance Based Bonus of the Department and Division Manager shall be based on their final rating and should receive a rating of at least Very Satisfactory with reference to the OPCR (Office Performance Commitment and Review) and DPCR (Division Performance Commitment and Review) respectively.
3. 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).
4. 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.

5. 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:

- Being a newly hired employee;
  - Retirement
  - Resignation
  - Rehabilitation Leave
  - Maternity Leave and/or Paternity Leave
  - Vacation or Sick Leave with or without pay;
  - Scholarship/Study Leave;
  - Sabbatical Leave
6. 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.
7. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2016 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.
8. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the FY2016 PBB.
9. Officials and employees who failed to liquidate Cash Advances received in FY2016 within the thirty (30) days reglementary period as required by COA shall not be entitled to the FY2016 PBB. The reference shall be the Report of Unliquidated Cash Advance submitted to COA.
10. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY2016 PBB.