



GUIDELINES IN RANKING OF DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS AS BASIS OF GRANT OF PERFORMANCE BASED BONUS FOR THE FISCAL YEAR 2017

I. Background

Pursuant to Executive order no. 80 s.2012, Memorandum Circular no. 2017-1, and LWUA-DBM joint Memorandum Circular 2017-014-17, San Jose Del Monte City Water District hereby adopts the following guidelines in the forced ranking of its three (3) delivery units and individual employee as basis for the grant of Performance Based Bonus (PBB) for the fiscal year 2017.

II. Purpose

To establish a system of ranking and guidelines in determining the eligibility of all delivery units and individual employees for the grant of Performance Based Bonus (PBB) for the fiscal year 2017 to be given on the year 2018.

III. Coverage

All officers and employees of San Jose Del Monte Water District holding a regular plantilla positions.

IV. Eligibility Criteria

To qualify for the PBB, San Jose Del Monte City Water District must satisfy the following:

- a.) Satisfy 100% of the Good Governance Conditions set by the AO 25 of IATF for FY 2017.
- b.) Achieve 100% of each one of all performance targets for the delivery of MFOs, STO and GASS for the year.
- c.) Use the CSC approved SPMS in rating the performance of all officials and employees.

V. Eligibility of Individuals

- a.) Employees belonging to the first and second levels should receive a rating of at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System (SPMS).
- b.) An Official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory rating may be eligible to the full grant of the PBB.
- c.) 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:



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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:

- 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
- d.) 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.
- e.) Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY2017 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of PBB.
- f.) Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s2015, shall not be entitled to FY2017 PBB.
- g.) Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-02 dated May 18, 2009, shall not be entitled to FY2017 PBB.
- h.) Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY2017 PBB.

VI. Ranking of Delivery Units

Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10 %	Best Delivery Unit
Next 25 %	Better Delivery Unit
Next 65 %	Good Delivery Unit



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Delivery Units as define for San Jose Del Monte City Water District are as Follows;

- Office of the General Manager;
- Administration Group;
Administrative and Finance Department
Commercial Department;
- Operations Group;
Engineering Department
Production and Distribution Department

VII. Rates of the Enhanced PBB

- a.) The General Manager's PBB rate for FY2017 shall be equivalent to 65% of his monthly basic salary.
- b.) The Performance Based Incentive (PBI) for members of the Board of Directors shall be based on the provisions set by Executive Order No. 65 s. 2012 subject to the following conditions:

- SJDMC Water District has qualified for the grant of the FY2017 PBB;
- The board member has 90 % attendance to duly called board meetings and committee meetings as certified by the board secretary;
- The board member has nine (9) months aggregate service in the position;
- SJDMC WD has submitted the appropriate annual Board approved Corporate Operating Budget (COB) to LWUA.

- c.) The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary based on the following categories:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10 %)	0.65
Better Delivery Unit (25 %)	0.575
Good Delivery Unit (65 %)	0.50

San Jose Del Monte Water City Water District shall ensure full compliance with the existing rules and regulations on the grant of the FY2017 PBB.

These guidelines shall take effect immediately.