



Republic of the Philippines  
**GUIMBA WATER DISTRICT**

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**GUIMBA WATER DISTRICT GUIDELINES/MECHANICS IN RANKING  
OFFICE/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS  
(PBB) 2018**

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.O. No. 201 s.2016, the following mechanics in ranking delivery units as basis for the grant of Performance Based Bonus (PBB) for the Year 2018 are hereby established:

1. For Delivery Units, ranking will be based on the following:

- The Delivery Unit (DU) should achieved each one of their performance targets for the delivery of Physical Targets, Support to Operation (STO) and General Administration and Support Services (GASS) indicator as identified by Local Water Utilities Administration (LWUA) in Joint Memorandum Circular to be issued by Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM).
- The Delivery Unit (DU) must have satisfied 100% of the good governance conditions;
  - Maintain/Update the Agency Transparency Seal pursuant to Section 99 of the General Provisions of the FY 2018 General Appropriations Act (GAA), to enhance transparency and enforce accountability.
  - Maintain/Update the posting of all invitations to Bids and Awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2017 to January 31, 2018.
  - Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485) and the President's directive to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public as reiterated in CSC Memorandum Circular No. 14 s.2016.
- Non-compliance with any Good Governance Conditions will render the entire Agency ineligible for the PBB.
- Delivery units that meet the criteria and conditions in Section 4.0 are eligible for the FY 2018 PBB.
  - The Four Delivery Units identified as Administrative, Finance, Engineering and Production shall be ranked according to the following categories.
    - Best Delivery Unit
    - Better Delivery Unit
    - Good Delivery Unit



- The report on ranking of delivery units shall be indicated in the Form 1.0 as follows:

| Form 1.0<br>REPORT ON RANKING OF DELIVERY UNITS<br>I.SUMMARY OF INFORMATION REQUIRED |   |
|--|---|
| 1.1  | Total No. of Delivery Units   |
| 1.2  | Total No. of Delivery Units that achieved their performance targets _____ |
| 1.3  | Total No. Filled Positions as of December 31, 2018                        |
| 1.4  | Total No. of Officials and Employees Entitled to PBB                      |
| 1.5  | Total Amount Required for Payment of PBB Php                              |

2. The basis of eligibility of personnel will be measured through the following:

- The General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary.
- Employees should receive a rating of at least "Satisfactory" based on the agency's Civil Service Commission (CSC) – approved Strategic Performance Management System (SPMS). Employees within a delivery unit will no longer be ranked individually.
- Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- Personnel who transferred from one government agency to another shall be rated and ranked by the agency, he/she will be included in the recipient agency.
- Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to actual length of service to the participating implementing agency, as stated in Section 7.8.
- An official or employee who has rendered a minimum of (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 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 follow:

| 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 a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation leave;



- e. Maternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

- An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to grant of the PBB.
- Personnel found guilty of administrative and/or criminal cases by final and executory judgement 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.
- Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s.2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to FY 2018 PBB.
- Officials and employees who failed to liquidate all cash advance received in FY 2018 within the reglementary period, as prescribed by COA Circular 97-002 dated February 10, 1997 and reiterated ion COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall be entitled to the FY 2018 PBB.
- Agency head should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
- Officials and employees responsible for the implementation of prior years' audit recommendation, QMS certification, posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.
- Only the personnel belonging to eligible delivery units are qualified for the PBB.
- The rates of the 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 one's monthly salary as of December 31, 2018, based on the table below:

| PERFORMANCE CATEGORY | MULTIPLE OF BASIC SALARY |
|----------------------|--------------------------|
| Best Delivery Unit   | 0.65                     |
| Better Delivery Unit | 0.575                    |
| Good Delivery Unit   | 0.50                     |

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