



SYSTEM OF RATING AND RANKING DELIVERY UNITS OF MONCADA WATER DISTRICT FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2020

In compliance with the Joint Memorandum Circular No. 2020 – 1 dated September 3, 2020 Guidelines on the Grant of Fiscal Year 2020 Performance-Based Bonus (PBB) for Local Water District (LWDs) issued pursuant to Executive Order No. 80, s. 2012 and Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020 – 1, the following are the guidelines in the system of ranking delivery units and individuals of Moncada Water District:

- 1) The General Manager's PBB rate for the FY 2020 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
- 2) The PBB for the LWD Board of Directors shall be based on the provisions set by the Executive Order No. 65 series of 2012 subject to the following conditions:
 - 2.1) The LWD has qualified for the grant of the FY 2020 PBB;
 - 2.2) The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - 2.3) The Board member has eleven (11) months aggregated service in the position;
 - 2.4) The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and



2.5 Submission of Board Member's FY 2020 accomplishments (policies or resolutions made, that will help address the operations as well as the guidelines of the LWD).

- 3) An official or an employee who rendered a minimum of nine (9) months of service during the fiscal year and with at least a SATISFACTORY rating maybe eligible for the full grant of the PBB.
- 4) An official or an 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 the 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 month but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 5) 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.
- 6) Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out and is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 7) Officials or employees who failed to submit the 2019 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 the FY 2020 PBB.

- 8) Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in the 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 2020 PBB.
- 9) Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- 10) 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

- 11) Officials and employees who receive a BELOW SATISFACTORY rating under the CSC-approved SPMS shall not be eligible to the PBB.



- 12) The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units, with the rate of incentive as a multiple one's monthly basic salary of December 31, 2020, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
BEST DELIVERY UNIT (10%)	0.65
BETTER DELIVERY UNIT (25%)	0.575
GOOD DELIVERY UNIT (65%)	0.50

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