



GUIDELINES IN THE RANKING OF MONCADA WATER DISTRICT OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE- BASED BONUS (PBB) **FY 2019**

In compliance with the Memorandum Circular No. 2019 – 1 dated September 3, 2019 Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2019 under Executive Order No. 201, s., 2016, the following are the guidelines in the system of ranking delivery units and individuals:

- 1) The General Manager's PBB for the year 2019 is equivalent to 65% of his monthly basic salary as of December 31, 2019 and should not be included in the Form – 1 Report on Ranking of delivery Units.
- 2) Non – ex officio Board Members of GOCCs covered by DBM are eligible to a rate equivalent to 65% of the monthly basic salary of the highest official of GOCC provided that:
 - a) MWD is qualified for the grant of the FY 2019 PBB;
 - b) The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c) The Board Member has nine (9) months aggregate service in the position; and
 - d) MWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 31, 2016.



- 3) All employees of Moncada Water District are entitled to the PBB provided they meet the following requirements:
 - a) Must have rendered a minimum of nine (9) months of service during the fiscal year
 - b) Must have at least "SATISFACTORY" rating based on CSC-approved SPMS
 - c) Must have complied with the submission of SALN as per RA 6713

- 4) 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 to the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

LENGTH OF SERVICES	% 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%

- 5) Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2019 PBB.



MONCADA WATER DISTRICT


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- 6) 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.
- 7) The rates of the PBB for each individual shall be based on the performance ranking of the individual's section units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

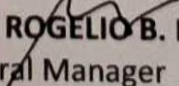
PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Performer	65%
Better Performer	57.50%
Good Performer	50%

- 8) Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in 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 2019 PBB.
- 9) Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification, or posting and dissemination of the Section/Agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Section/Agency fails to comply with any of these requirements.

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