

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF
PERFORMANCE-BASED BONUS (PBB) FY 2020**
(Based on Inter-Agency Task Force Memorandum Circular No. 2020-1 dated June 2, 2020)

1. The Delivery Units must achieve their performance targets for the delivery of Major Final Outputs (MFOs) and Performance Indicators (PIs) identified in the Local Water Utilities Administration (using Form A). This shall be used as basis in assessing Local Water Districts (LWDs) performance and eligibility for the PBB;
2. Santa Maria Water District (SMWD) must satisfy 100% of the good governance conditions set forth by the AO 25 Inter-Agency Task Force (IATF) for 2020;
3. Delivery units shall be grouped and ranked according to the similarities of task and responsibilities. It will be categorized as good, better and best unit identified under the following:

Administration, Finance and General Services

1. Administrative Division
2. Finance Division
3. General Services Division

Commercial Services

4. Customer Accounts Division
5. Customer Services Division

Operations and Technical Services

6. Engineering Division
7. Construction and Maintenance Division
8. Water Resource Division

**There shall no longer be a ranking of individuals within the delivery unit.*

4. Per IATF Memorandum Circular No. 2020-1, the rates of the PBB for each individual shall be based on the performance ranking of the delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, 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

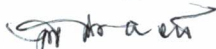
5. Employees belonging to the First and Second levels should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units.
6. Personnel on detail to another 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.
7. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
8. 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 the actual length of service to the participating implementing agency, as stated in Section 6.8
9. An official or employee who was 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 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
10. An official or employee who has 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:

Length of Service	% of PBB Rate
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-rate basis:*
 - a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;

- d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
11. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
12. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty will not cause disqualification to the PBB.
13. Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; and 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.
14. Officials and employees who failed to liquidate all cash advances received in FY 2020 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 2020 PBB.
15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2020 PBB.
16. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals.
17. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.

Prepared by:


JOVITA I. DALMACIO
*Department Manager, Administrative,
Finance and General Services*

Approved by:


ENGR. CARLOS N. SANTOS JR.
General Manager