

## MANOLO FORTICH WATER DISTRICT

Manolo Fortich 8703, Bukidnon

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### GUIDELINES IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016

In compliance to the Inter-Agency Task Force Memorandum Circular No. 2016-1 dated May 12, 2016, re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201, the following are the guidelines in the system of ranking delivery units and individuals of Manolo Fortich Water District.

#### 1. Coverage

Should Manolo Fortich Water District meets all the requirement for eligibility and as an agency becomes eligible for the Performance-Based Bonus 2016, all its officials and employees holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship whose compensation are charged to the lump sum appropriation under Personnel Services is covered by this guidelines.

#### 2. Eligibility Criteria

In order to be eligible, MFWD must met the performance targets under its Major Final Outputs (MFO) which covers Water Facility Service Management and Water Distribution Service Management; Support To Operations and the General Administration and Support Services. Performance Indicators for every criterion are as identified under Memorandum Circular No. 2014-02 dated 29 August 2014 and as updated.

#### 3. Eligibility of Individuals

##### 3.a. Eligibility of the General Manager

Eligibility of the General Manager, the agency head of a local water district will depend on the eligibility and performance of its personnel. His PBB shall be based on his monthly basic salary as of December 31, 2016 as follows:

Performance Of Eligible Water District	PBB as % of Monthly Basic Salary
WD achieved all GCCs, and its physical targets in <u>ALL</u> MFOs, STO and GASS Indicators	65%
WD achieved all GCCs, and has deficiency in <u>SOME</u> of its physical target/s due to <u>uncontrollable</u> reasons	57.5%
WD achieved all GCCs, and has deficiency in <u>ONE</u> of its physical target/s due to <u>controllable</u> reasons	50%

### **3.b. Eligibility of Board of Directors**

The Board of Directors may be eligible to a fixed PBB rate of P40,130.00 subject to the following conditions:

**3.b.1.** Member of the Board of Director must render 90% to duly called board meetings and committee meetings (if any) as certified by the Board Secretary;

**3.b.2.** The Board Member has nine (9) months aggregate services in the position; and

**3.b.3.** The district has submitted its FY 2016 Corporate Operating Budget (COB) to DBM within the set deadline.

### **3.c. Eligibility of Employees and other Officials**

**3.c.1.** An employee who received at least a "**SATISFACTORY**" rating based CSC-approved SPMS of the District.

**3.c.2** An employee who has rendered a minimum of nine (9) months of services in FY 2016 and with at least SATISFACTORY rating may be eligible to the full grant of the PBB.

**3.d.3** An employee who rendered less than nine (9) months but a minimum three (3) months of service and with at least SATISFACTORY rating shall be eligible to the grant of PBB on a pro-rate 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-rata basis:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave without or without pay;
- Scholarship/Study Leave;



h. Sabbatical Leave

**4. Individuals Not Entitled to PBB**

**4.a** An employee who is on vacation or sick leave with or without pay for the entire year is not entitled to the grant of the PBB.

**4.b.** Personnel found guilty of administrative and/or criminal cases and meted penalty in FY 2016. by formal and executory judgment 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.*

**4.c.** Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2016 PBB.

**4.d.** Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

**4.e.** Officials and employees who failed to submit their complete SPMS Form shall not be entitled to the FY 2016 PBB.

**5. Ranking of Delivery Units and Rates of FY 2016 PBB**

PBB rates of individuals depends on the performance ranking of the division/section where they belong based on the individual's monthly basic salary as of December 31, 2016, but not lower than P5,000.00as follows:

Performance Category	PBB as of % of Monthly Basic Salary
Best Division/Section (10%)	65.0 %
Better Division/Section (25%)	57.5 %
Good Division/Section (65%)	50.0 %

The General Manager, being the Agency Head should ensure that the officials and employees covered by RA No. 6713 has submitted their 2015 SALN, liquidated their FY 2016 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

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