

MANOLO FORTICH WATER DISTRICT

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GUIDELINES IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE –BASED BONUS (PBB) FY 2018

In compliance to the Inter-Agency Task Force Memorandum Circular No. 2018-1 dated May 28, 2018, re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016, the following are guidelines in the system of ranking delivery units and individuals of the Manolo Fortich Water District:

1. Coverage

Should the Manolo Fortich Water District (MFWD) meets all the requirement for eligibility and as an agency becomes eligible for the Performance-Based Bonus 2018, all its officials and employees holding regular plantilla positions; and contractual and casual personnel having an employee-employer relationship whose compensation are charged to the lump sum appropriation under the Personnel Services budget 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 August 29, 2014 and as updated.

3. Eligibility of Individuals

3.a Eligibility of the General Manager

Eligibility of the General Manager, the agency head of the Manolo Fortich Water District will be based on the eligibility and performance of its personnel and the agency as a whole. If eligible, the General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary as of December 31, 2018. He will not be included in the Report on Ranking of Delivery Units.

3.b. Eligibility of Board of Directors

The Board of Directors may be eligible to a rate equivalent to 65% of the highest corporate official of MFWD which is the General Manager, provided the following conditions are met:

- 3.b.1. The agency has qualified for the grant of the PBB FY 2018;
- 3.b.2. The Board of Director has 90% attendance to duly called for board meetings and committee meetings as certified by the Board Secretary;
- 3.b.3. The Board Member has nine (9) months aggregate service in the position; and
- 3.b.4. The agency has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.

3.c Individuals Entitled to PBB

- 3.c.1. Employees belonging to First, Second and Third Levels should receive a rating of at least "SATISFACTORY" based on the MFWD' approved Strategic Performance Management System (SPMS) for uninterrupted period of at least three (3) months
- 3.c.2. An employee or official who has 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 of the PBB
- 3.c.3. 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 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 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 valid reasons for an employee who may not meet the nine-month actual service required 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 and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave
- h. Sabbatical Leave.

4. Individuals Not Entitled to PBB

- 4.1. An Employee who is on vacation or sick leave with or without pay, for the entire year is not entitled to the grant of PBB.
- 4.2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 4.3. 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 the FY 2018 PBB.
- 4.4. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed by COA Memorandum 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 2018 PBB.
- 4.5. Officials and Employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
- 4.6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if MFWD fails to comply with any of these requirements.

5. Ranking of Delivery Units and Rates of FY 2018 PBB

MFWD and its corresponding delivery units that meet the criteria and conditions set by IATF based on section 7 of Memorandum Circular No. 2018-1 dated May 28, 2018 is eligible to the FY 2018 PBB. Divisions/Sections or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units

Next 25%
Next 65%

Better Delivery Units
Good Delivery Units

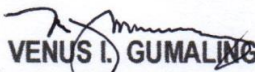
6. Rates of the Performance Based Bonus

The rates of the PBB for each individual employee shall be based on the performance ranking of the individuals section/delivery units with the rate of incentive as a multiple of one's individual monthly basic salary as of December 31, 2018, based on the following table below:

Performance Category	Multiple Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

The General Manager, being the head of the agency should ensure that officials and employees covered by RA 6713 submitted their SALN to the respective SALN repository agency, in this case, MFWD has the office of the Ombudsman as its repository agency, liquidated their FY 2018 Cash Advances and completed the SPMS Forms, as will be the bases for the release of FY 2018 PBB to individuals

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