

**GUIDELINES / MECHANICS IN RANKING OFFICES/ DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2016**

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.E. No. 201 dated May 12, 2016, the following are mechanics to facilitate ranking of delivery units and eligibility of personnel for the grant of PBB for Fiscal Year 2016

1. For delivery unit ranking will be based on the following:

- a. Form A or Department / Agency Performance Accomplishment FY 2016 that has been evaluated by the Local Water Utilities Administration (LWUA), Department of Budget and Management (DBM) and other validating agencies, wherein:
  - Delivery unit that fails to attain at least 90% of each of the FY 2016 performance for each applicable performance indicator;
  - Delivery unit that fails to attain at least 90% of each of the performance targets shall be excluded in the forced ranking and shall no longer be eligible to PBB for FY 2016.
- b. Use of Civil Service Commission (CSC) Approved Strategic Performance Management System (SPMS), wherein:
  - In order to measure the achievement of delivery units, the average rating of all the employees' Individual Performance Commitment Review (IPCR) responsible for the two delivery units will be calculated distinctly (Administrative / Commercial and Engineering);
  - Forced ranking will then followed. The delivery unit with a higher average rating will be ranked as Best and remaining delivery unit will be ranked as Better. Good delivery unit will no longer be applicable if both delivery units are eligible or have attained the said percentage of performance targets;
- c. The resulting ranking of delivery units shall be indicated in Form 1.0, as follows:

Form 1.0 REPORT ON RANKING OF DELIVERY UNITS	
Agency:	
1.0 Summary of Information Required	
1.1 Total No. of Delivery Units	
1.2 Total No. of Delivery Units that achieved their performance targets	
1.3 Total No. of Filled Positions as of November 30, 2016	
1.4 Total No. of Officials and Employees Entitled to PBB	
1.5 Total Amount Required for Payment of PBB	Php

2. The basis of eligibility of personnel will be measured thru the following:

- The Civil Service Commission approved Strategic Performance Management System (SPMS) shall be used by the district in rating the individual employees. Employees within a delivery unit will no longer be ranked individually.
- The Head of Agency's eligibility to PBB shall be based on the eligibility and performance of the perspective agency pursuant to the DBM issued guidelines on the grant of PBB;
- Only the personnel belonging to eligible delivery units are qualified for the PBB;
- Personnel belonging to eligible delivery unit must meet the following requirements:
- Must have rendered a minimum of nine (9) months of service for the year ending December 31, 2016 and with at least Satisfactory rating;
- 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 PBB on a pro-rata basis corresponding to the actual length of service, as follows:

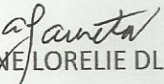
Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

➤ An employee who may not meet the nine-month actual service requirement can be considered for PBB on a pro-rata based on the following valid reasons:

- 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
- 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;
  - Personnel must have no administrative and / or criminal cases filed against them in FY 2016. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to PBB;
  - Official and employees must have submitted the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 03, series of 2015;
  - Official and employees should not fail to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA;
  - Agency Head should ensure the submission of SALN to the perspective repository agencies and the liquidation of Cash Advances for FY 2016.
  - The amount of PBB of individual employees shall be based on the performance ranking of delivery unit where they belong and on the individual's monthly basic salary as of December 31, 2016, but not lower than Php. 5,000.00, as shown in the table below.

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

Prepared by and Approved by:

  
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