

LICAB Water District

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2019

In connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.O. No. 80 s. 2012 and E.O. No. 201 s. 2016, the following mechanics in ranking delivery units as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2019 are hereby established:

1. For Delivery Units, ranking will be based on the following:

The Delivery Unit (DU) should achieved each one of their performance targets for the delivery of Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) indicators as identified by Local Water Utilities Administration (LWUA) in a Joint Memorandum Circular to be issued by Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM).

The Delivery Unit (DU) must have satisfied 100% of the good governance conditions;

- a. Maintain/Update the Agency Transparency Seal pursuant to Section 99 of the General Provisions of the FY 2019 General Appropriations Act (GAA), to enhance transparency and enforce accountability. The TS page should be accessible by clicking the TS logo on the home page and completed all requirements indicated in the Annex 2 of MC No. 2019-1.
- b. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including early procurement of FY 2020 non-common use supplies and Equipment (Non-CSE) items.
- c. Maintain/Update the Citizen's or Service Charter, reflecting the agency's enhanced service standards for all its government services to citizen's, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public. The Licab Water District shall submit the Certificate of Compliance based on the format prescribed by the Anti-Red tape Authority on or before December 31, 2019 through the AO25 Secretariat

Non-compliance with any Good Governance Conditions will render the entire Agency ineligible for the PBB.

Delivery unit that meet the criteria and conditions in Section 4.0 are eligible for the FY 2019 PBB.

There is only one delivery unit since the organizational structure of the water district is straight line.

The report on ranking of delivery unit shall be indicated in the Form 1.0 as follows:

Form 1.0

REPORT ON RANKING OF DELIVERY UNITS

I. 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. Filled Positions as of December 31, 2019
- 1.4 Total No. of Officials and Employees Entitled to PBB
- 1.5 Total Amount Required for Payment of PBB

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

The General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary.

Employees should receive a rating of at least "Satisfactory" based on the agency's Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS). Employees within a delivery unit will no longer be ranked individually.

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.

Personnel who transferred from one government agency to another 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.

Officials and employees who transferred from 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.

An official or employee 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.

An employee who rendered less than nine (9) months but within a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to 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%

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

- Being a newly hired employee;
- Retirement
- Resignation:
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave
- 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 found guilty of administrative and/or criminal cases in FY 2019 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.

Officials and employees who failed to submit the 2018 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 2019 PBB.

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.

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

Agency Head should ensure the submission of SALN of LWD officials and employees to the respective SALN repository agencies, liquidation of Cash Advances for FY 2019 and completion of SPMS Forms as these will be the basis for the release of FY 2019 PBB to individuals.

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 FY 2019 PBB if the agency fails to comply with any of these requirements.

Only the personnel belonging to eligible delivery units are qualified for the PBB.

The rates of the PBB for each individual shall be based on the performance ranking of the delivery unit 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	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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