

## GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2020

In view of Inter -Agency Task Force Memorandum Circular No. 2019-1 and Local Water Utilities Administration (LWUA) – Department of Budget and Management (DBM) Joint Memorandum Circular No. 2018-1 and pursuant to Executive Order No. 80, please be informed that the following System of Ranking of Delivery Units for the grant of Performance-Based Bonus for 2020 is hereby adopted for implementation:

### Coverage:

The Performance based- Bonus shall be granted to qualified permanent and casual employees of Sultan Kudarat Water District (SKWD).

### A.) Ranking of Delivery Units

Delivery Units: as defined in Memorandum Circular No. 2019-1, it refers as the primary subdivision of the Department/Agency performing substantive line functions, Technical Service or administrative support as reflected in the Department/Agency Organizational Structure/Functional Chart. On the other hand in joint BDM-LWUA Memorandum Circular No. 2018-1 refers to departments and Divisions of LWD responsible for the achievement of LWD's MFO and Committed to performance targets which are tracked by a reporting system within the year and verified by the LWUA.

Since we are in Category B pursuant to LWUA Memorandum Circular No. 015-16 under the LWUA MaCRO the Delivery Units are as follows:

#### SKWD Organizational Structure per PSIPOP

1. Administrative and Finance Department
2. Commercial Services Department
3. Engineering Operation Department

B.) To determine the ranking of Office the average final performance rating of qualified employees under each department for the period January to June and July to December will be computed.

C.) Following the provision of the joint circular delivery units shall be force ranked according to the following categories:

1. Best Delivery Unit
2. Better Delivery Unit
3. Good Delivery Unit

D.) Eligibility of Individual Employees

1. The General Manager's PBB rate for the Fiscal Year shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in Form 1.0 Report on Agency Rating and Ranking
2. The Performance Based Incentive(PBI) for the LWD Board of Directors shall be based on the provision set by EO No. 65 series of 2012 subject to the following conditions:
  - a. The SKWD has qualified for the grant of PBB
  - b. The Board of Director has 90% attendance to duly called board meetings as certified by the board secretary
  - c. The Board of director has 9 months aggregate service in the position and
  - d. The LWD has submitted the appropriate annual BOD approved corporate operating budget (COB) to LWUA.
3. An employee who rendered a minimum of nine (9) months of service during the year and with at least Satisfactory Rating may be eligible to the full grant of the PBB.
4. An employee who rendered less than 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 the valid reasons for an employee who may not meet the nine month actual service to be considered for PBB on a pro-rata basis:

1. Being newly hired employee
2. Retirement
3. Resignation
4. Rehabilitation leave
5. Maternity Leave/Paternity Leave
6. Vacation or Sick Leave with or without pay
7. Scholarship/Study Leave
8. Sabbatical Leave

E.) Employees who are not entitle to receive PBB

1. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of PBB
2. The employee who failed to submit their complete SPMS forms and employees who have not rendered at least three (3) months of service for the year
3. Employees who are found guilty of any administrative charges and/or criminal charges related to their work for the year. Reckoning date is the date of Order of the GM
4. Employees who failed to submit SALN prescribed in the rules under CSC MC no. 3, s- 2015
5. Official and employees who fails to liquidate within reglementary period the CAs in FY 2020 and,
6. Official and employees responsible for the implementation of the prior year's audit recommendation shall not be entitled to the FY 2020 PBB if the SKWD fails to comply with any of this requirements

F.) Rates of Enhance PBB

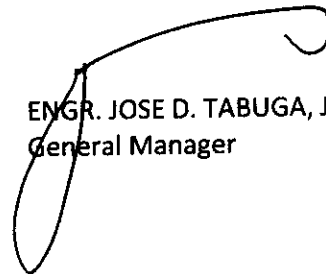
The rates of the enhance PBB for each individual shall be based on the performance ranking of individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary based on the following categories:

Performance Category	Multiple of basic salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

Furthermore the PMT shall act as appeal body and the final arbiter for the performance management issues of the agency.



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