



HAGONOY WATER DISTRICT

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GUIDELINES IN RANKING OF HAGONOY WATER DISTRICT'S DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANACE BASED BONUS (PBB) FOR THE FISCAL YEAR 2019 (Based on Inter-Agency Task Force Memorandum Circular No. 1-2019)

1. PURPOSE

This is issued to provide guidelines for the criteria and conditions of ranking of delivery units for the grant of Performance-Based Bonus (PBB) pursuant to the provisions of Memorandum Circular (MC) No. 2019-1 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring, Information and Reporting System for the FY 2019 performance to be given in FY 2020;

2. COVERAGE

All officers and employees of Hagonoy Water District holding regular plantilla positions and casual personnel having an employer-employee relationship and whose compensation are charged against the lump sum appropriation under Personnel Services; and those occupying positions in the DBM-approved contractual staffing pattern of the agency.

3. ELIGIBILITY CRITERIA

- 3.1. Hagonoy Water District (HWD) must satisfy 100% of the Good Governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2019;
- 3.2. The Delivery Units must achieve each one of the physical targets, STO and GASS indicator as identified by LWUA in a joint Memorandum Circular to be issued by LWUA and DBM; and
- 3.3. The use of the CSC approved SPMS in rating the performance of all officials and employees.

4. ELIGIBILITY OF INDIVIDUALS

- 4.1. Employees belonging to the First and Second levels shall have a rating of at least "Satisfactory" based on the result agency's CSC approved SPMS;
- 4.2. 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;
- 4.3. Personnel who transferred from one 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;

- 4.4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 4.6
- 4.5. 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;
- 4.6. 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 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 requirements 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.

5. EXCLUSION

- 5.1. An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB;
- 5.2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification from the PBB.
- 5.3. 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;

5.4. Officials and employees who failed to liquidate 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 2018 PBB;

5.5. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled for the FY 2019 PBB;

5.6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency SRP of delivery units shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

6. RANKING OF DELIVERY UNITS

6.1. Hagonoy Water Districts' delivery units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as good, better and best unit:

- Administrative and Finance Department
- Commercial Department
- Engineering & Production Department

6.2. The delivery units to the PBB shall be forced ranked to the following categories:

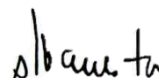
Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

7. RATES OF THE ENHANCED PBB

7.1. The rate of the PBB for each individual shall be based on the performance ranking of the individual's bureau or 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 of Delivery Unit	Multiple Of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

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