

MAPANDAN WATER DISTRICT

Poblacion, Mapandan, Pangasinan

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GUIDELINES/SYSTEM OF RANKING DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2018

1. BACKGROUND AND RATIONALE

1.1 Pursuant to the Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring Information and Reporting System Memorandum Circular No. 2018-1 dated May 28, 2018 or the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 and EO No. 201 and Joint Memorandum Circular No. 2017-014-17 dated July 31, 2017 from the Local Water Utilities Administration and Department of Budget and Management.

2. COVERAGE

2.1 All officials and employees of Mapandan Water District holding regular and casual positions.

3. ELIGIBILITY CRITERIA

3.1 To qualify for the PBB, a Local Water District must comply with the following criteria:

- a. Good Governance Conditions: Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for FY 2018.
- b. Achieve 100% of each of their performance targets for the delivery of MFOs, STO and GASS for the year;
- c. Use the CSC-approved SPMS in rating performance of the officials and employees of the MAWADI.

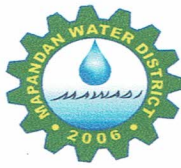
3.2 The inability to meet any of the criteria above will render LWDs ineligible for the PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the LWDs may also be considered grounds for disqualification from the PBB, upon proper determination and due process.

4. ELIGIBILITY OF INDIVIDUALS

4.1 The General Manager's PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the Form 1.0 Report of Agency Rating and Ranking.

4.2 The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by Executive Order NO. 65, series of 2012 subject to the following conditions:

- a. The LWD has qualified for the grant of the FY 2018 PBB;



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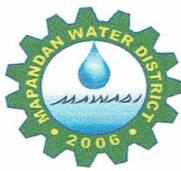
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- b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregate service in the position; and,
 - d. The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.
- 4.3 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 PBB.
- 4.4 An official or employee who rendered less than nine (9) months but a minimum of three (3) months service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rate 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 requirement 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/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and
 - h. Sabbatical Leave
- 4.5 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.
- 4.6 Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executor judgment shall not be entitled to the



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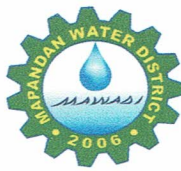
- PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification from the PBB.
- 4.7 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under the CSC Memorandum No. 3 s. 2015, shall not be entitled to the FY 2018 PBB.
 - 4.8 Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 18997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
 - 4.9 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
 - 4.10 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of the FY 2018 PBB to individuals.
 - 4.11 Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel Services budgets, as follows:
 - a. Consultants and experts hired to perform specific activities or services with expected outputs;
 - b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
 - c. Student laborers are apprentices; and
 - d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or other similarly situated.

5. RANKING OF DELIVERY UNITS

LWDs and their corresponding delivery units that meet the criteria and conditions in Section 5.1 of the LWUA-DBM Joint Memorandum Circular No. 2017-014-17 dated July 31, 2017 are eligible to the PBB for FY 2018.

- 5.1 Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit



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- 5.2 When identifying and determining delivery units, LWDs must be guided by the LWUA MC 015-2016. A delivery unit is the primary subdivision of the LWD performing substantive line functions, technical services or administrative support, as reflected in the LWDs organizational structure/chart.
- 5.3 Only the personnel belonging to the eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
- 5.4 Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.
- 5.5 Officials and employees who did not file SALN and failed to liquidate their cash advances in FY shall not be eligible to the PBB.
- 5.6 The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

6. RATES OF THE ENHANCED PBB

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

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

7. FUNDING

The grant of PBB shall be charged to the District's corporate fund.

Engr. ISAGANI D. DACANAY, DPA
General Manager C