



**SABLAYAN WATER DISTRICT SYSTEM OF RANKING ON THE GRANT OF 2018
PERFORMANCE BASED BONUS (PBB) UNDER EXECUTIVE ORDER NO. 80 S. 2012
AND EXECUTIVE ORDER NO. 201 S. 2016**

All officials and employees of the District holding regular plantilla positions, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by this Circular.

The Major Final Outputs (MFOs), Performance Indicators (PIs) and General Administration and Support Services (GASS) identified under Joint Memorandum Circular No. 2017-014-17 dated July 3, 2017, as updated shall be used as basis in assessing the District performance and determining its eligibility for the PBB.

2. ELIGIBILITY OF INDIVIDUALS

- 2.1 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 on Agency Rating and Ranking.
- 2.2 Employees belonging to the First and Second levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS)
- 2.3 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.
- 2.4 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.
- 2.5 An official 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.
- 2.6 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
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 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 and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
- 2.7 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.
 - 2.8 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.
 - 2.9 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2018 PBB.
 - 2.10 Officials and employees who failed to liquidate all cash advances received in FY 2018 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.
 - 2.11 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
 - 2.12 Agency Heads should ensure that officials and employees by RA No. 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 FY 2018 PBB to individuals.

2.13 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 and apprentices; and
- d) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

3. RANKING OF DELIVERY UNITS

The Sablayan Water District has four (4) Delivery Units that should meet the criteria and conditions to be eligible for the FY 2018 PBB as follows:

- 1) Administrative Section
- 2) Finance and Commercial Sections
- 3) Technical Section
- 4) Field Operation Section

3.1 The 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

3.2 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 LWD's organizational structure/functional chart.

3.3 Only the personnel belonging to 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.

3.4 Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

3.5 Officials and employees who did not file SALN and failed to liquidate their cash advances in FY 2018 shall not be eligible to the PBB.

3.6 The resulting ranking of offices delivery units shall be indicated in Form 1.0

4. RATES OF THE ENHANCES PBB


4.1 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 incentive as a multiple of the individual’s monthly basic salary based on the following categories:


Performance of the District	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

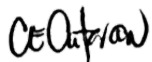

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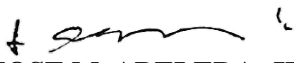

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