



SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2020

1.0 BACKGROUND AND RATIONALE:

- 1.1 This System of Ranking Delivery Units of the Binmaley Water District is hereby established pursuant to the Inter-Agency Task force (IATF) on the Harmonization of the National Government Performance Monitoring Information and Reporting System Memorandum Circular No. 2020-1 dated June 2, 2020 or the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year (FY) 2020 under Executive Order (EO) No. 80, s.2012 and Executive Order No. 201, s.2016.

2.0 COVERAGE:

- 2.1 All officials and employees of the Binmaley Water District holding regular plantilla positions; regular, contractual and casual personnel having an employer-employee relationship shall be entitled to FY 2020 PBB, provided they have rendered at least nine (9) months of service prior to the grant of 2020 PBB.
- 2.2 The following are excluded from the grant of PBB:
- 2.2.1 Individuals and group of people hired without employer-employee relationship and/or whose services are engaged through job orders, contract of service, or others similarly situated; and
 - 2.2.2 Personnel found guilty of administrative and/or criminal case filed against him/her and meted penalty in FY 2020. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
 - 2.2.3 An employee who is on vacation or sick leave, with or without pay for the entire year.
 - 2.2.4 Officials and employees who failed to submit his/her 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.
 - 2.2.5 Officials and employees who failed to liquidate cash advances received in FY 2020 within the reglementary period as required by the Commission on Audit.

3.0 ELIGIBILITY CRITERIA:

To qualify for the 2020 PBB, a Local Water District must comply with the following conditions:

- 3.1 The district must achieve each one of the physical targets in the delivery of Support to Operations (STO) and General Administration and Support Services (GASS) indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM for the FY 2020.
- 3.2 Satisfy 100% of the Good Governance Conditions for FY 2019 set by the AO25 Inter-Agency Task Force (IATF) for FY 2020 as follows:
 - 3.2.1 Maintain/update Agency Transparency Seal (TS) pursuant to Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA), to enhance transparency and enforce accountability and includes posting of the following:
 - ✓ FY 2020 Annual Procurement Plan
 - ✓ FY 2020 Annual Budget
 - ✓ Financial Reports (FY 2013 – FY 2020)
 - ✓ FY 2020 Major Programs and Projects with the Beneficiaries and Status of Implementation
 - ✓ Agency Operations Manual
 - ✓ System of Ranking Delivery Units and Individuals
 - ✓ Certification of Agency's QMS



- 3.2.2 Maintain/update the PhilGEPS posting pursuant to the Government Procurement Reform Act (Revised IRR of RA 9184)
- 3.2.3 Maintain/update Citizen's Charter or its equivalent reflecting the agency's enhanced service standards for all its government frontline services to citizens, businesses and other government agencies.
- 3.3 Use of the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees.
- 3.4 Submission of accomplishments using the following forms:
- Form A ---Modified Agency's Performance Report FY 2020
 - Form A1 --Modified Delivery Unit's Performance Report
 - Form 1.0 --Citizen/ Client Satisfaction Report
- 3.5 Payment of applicable taxes

4.0 ELIGIBILITY OF INDIVIDUALS:

- 4.1 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);
- 4.2 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with Item 3.1 hereof maybe eligible to the full grant of the PBB;
- 4.3 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis. The PBB of employees shall be 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 pro-rata basis:

- ❖ Being newly hired employee;
- ❖ Retirement;
- ❖ Resignation;
- ❖ Rehabilitation Leave;
- ❖ Maternity Leave and/or Paternity Leave;
- ❖ Vacation or Sick Leave with or without pay;
- ❖ Scholarship/Study Leave;

- 4.4 The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by Executive No. 65, series of 2012 subject to the following conditions:
- 4.4.1 BIWAD has qualified for the grant of the FY 2020 PBB;
- 4.4.2 The Board Member has 90% attendance to the duly called board meetings as certified by the Board Secretary.
- 4.4.3 The Board Member has nine (9) months aggregate service in the position.



5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS:

Binmaley WD and their corresponding delivery units that meet the criteria and conditions are eligible to the FY 2020 Performance Based Bonus (PBB).

5.1 Delivery units eligible to the 2020 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

5.2 When identifying and determining delivery units, the district must be guided by LWUA MC No. 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 district's organizational structure/functional chart.

5.3 Only 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 grant of PBB.

5.5 Officials and employees who did not file SALN and failed to liquidate cash advances in FY 2020 shall not be eligible to the grant of PBB.

6.0 RATES OF THE PBB

6.1 The rates of PBB for each individual/employee shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020 based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY:
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

- *Individuals with below Satisfactory Rating are excluded from the ranking*

7.0 FUNDING

The grant of the Performance-Based Bonus shall be charged to the District's corporate fund.

8.0 SUBMISSION OF THE SYSTEM OF RANKING DELIVERY UNITS

The duly completed and signed System of Ranking of Delivery Units shall be posted on the Transparency Seal (TS) page of BIWAD website, www.binmaleywaterdistrict.gov.ph on or before September 30, 2020.

Prepared by:


MANUELA D. DE VERA
Division Manager B
Administrative & Finance Division

Date : September 10, 2020

Approved by:


JUAN T. CASTRO
General Manager B

Date : September 10, 2020



SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2019

1.0 BACKGROUND AND RATIONALE:

- 1.1 This System of Ranking Delivery Units of the Binmaley Water District is hereby established pursuant to the Inter-Agency Task force (IATF) on the Harmonization of the National Government Performance Monitoring Information and Reporting System Memorandum Circular No. 2019-1 dated September 3, 2019 or the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year (FY) 2019 under Executive Order (EO) No. 80, s.2012 and Executive Order No. 201, s.2016.

2.0 COVERAGE:

- 2.1 All officials and employees of the Binmaley Water District holding regular plantilla positions; regular, contractual and casual personnel having an employer-employee relationship shall be entitled to FY 2019 PBB, provided they have rendered at least nine (9) months of service prior to the grant of 2019 PBB.
- 2.2 The following are excluded from the grant of PBB:
- 2.2.1 Individuals and group of people hired without employer-employee relationship and/or whose services are engaged through job orders, contract of service, or others similarly situated; and
 - 2.2.2 Personnel found guilty of administrative and/or criminal case filed against him/her and meted penalty in FY 2019. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
 - 2.2.3 An employee who is on vacation or sick leave, with or without pay for the entire year.
 - 2.2.4 Officials and employees who failed to submit his/her 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.
 - 2.2.5 Officials and employees who failed to liquidate cash advances received in FY 2019 within the reglementary period as required by the Commission on Audit.

3.0 ELIGIBILITY CRITERIA:

To qualify for the 2019 PBB, a Local Water District must comply with the following conditions:

- 3.1 The district must achieve each one of the physical targets in the delivery of Support to Operations (STO) and General Administration and Support Services (GASS) indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM for the FY 2019.
- 3.2 Satisfy 100% of the Good Governance Conditions for FY 2019 set by the AO25 Inter-Agency Task Force (IATF) for FY 2019 as follows:
 - 3.2.1 Maintain/update Agency Transparency Seal (TS) pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA), to enhance transparency and enforce accountability and includes posting of the following:
 - ✓ FY 2019 Annual Procurement Plan
 - ✓ FY 2019 Annual Budget
 - ✓ Financial Reports (FY 2013 – FY 2019)
 - ✓ FY 2019 Major Programs and Projects with the Beneficiaries and Status of Implementation
 - ✓ Agency Operations Manual
 - ✓ System of Ranking Delivery Units and Individuals
 - ✓ Certification of Agency's QMS



- 3.2.2 Maintain/update the PhilGEPS posting pursuant to the Government Procurement Reform Act (Revised IRR of RA 9184)
- 3.2.3 Maintain/update Citizen's Charter or its equivalent reflecting the agency's enhanced service standards for all its government frontline services to citizens, businesses and other government agencies.
- 3.3 Use of the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees.
- 3.4 Submission of accomplishments using the following forms:
- Form A ---Modified Agency's Performance Report FY 2019
 - Form A1 --Modified Delivery Unit's Performance Report
 - Form 1.0 --Citizen/ Client Satisfaction Report
- 3.5 Payment of applicable taxes

4.0 ELIGIBILITY OF INDIVIDUALS:

- 4.1 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);
- 4.2 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with Item 3.1 hereof maybe eligible to the full grant of the PBB;
- 4.3 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis. The PBB of employees shall be 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 pro-rata basis:

- ❖ Being newly hired employee;
 - ❖ Retirement;
 - ❖ Resignation;
 - ❖ Rehabilitation Leave;
 - ❖ Maternity Leave and/or Paternity Leave;
 - ❖ Vacation or Sick Leave with or without pay;
 - ❖ Scholarship/Study Leave;
- 4.4 The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by Executive No. 65, series of 2012 subject to the following conditions:
- 4.4.1 BIWAD has qualified for the grant of the FY 2019 PBB;
- 4.4.2 The Board Member has 90% attendance to the duly called board meetings as certified by the Board Secretary.
- 4.4.3 The Board Member has nine (9) months aggregate service in the position.



5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS:

Binmaley WD and their corresponding delivery units that meet the criteria and conditions are eligible to the FY 2019 Performance Based Bonus (PBB).

5.1 Delivery units eligible to the 2019 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

5.2 When identifying and determining delivery units, the district must be guided by LWUA MC No. 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 district's organizational structure/functional chart.

5.3 Only 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 grant of PBB.

5.5 Officials and employees who did not file SALN and failed to liquidate cash advances in FY 2019 shall not be eligible to the grant of PBB.

6.0 RATES OF THE PBB

6.1 The rates of PBB for each individual/employee shall be based on the performance ranking of the individual's 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	MULTIPLE OF BASIC SALARY:
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

- *Individuals with below Satisfactory Rating are excluded from the ranking*

7.0 FUNDING

The grant of the Performance-Based Bonus shall be charged to the District's corporate fund.

Prepared by:


MANUELA D. DE VERA
Division Manager B
Administrative & Finance Division

Date : September 5, 2019

Approved by:


MARIANO V. GONZALO
General Manager B

Date : September 5, 2019



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

1.0 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 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.

2.0 COVERAGE:

- 2.1 All officials and employees of the Binmaley Water District holding regular plantilla positions; regular, contractual and casual personnel having an employer-employee relationship shall be entitled to FY 2018 PBB, provided they have rendered at least nine (9) months of service prior to the grant of 2018 PBB.
- 2.2 The following are excluded from the grant of PBB:
- 2.2.1 Individuals and group of people hired without employer-employee relationship and/or whose services are engaged through job orders, contract of service, or others similarly situated; and
 - 2.2.2 Personnel found guilty of administrative and/or criminal case filed against him/her and meted penalty in FY 2018. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
 - 2.2.3 An employee who is on vacation or sick leave, with or without pay for the entire year.
 - 2.2.4 Officials and employees who failed to submit his/her 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.
 - 2.2.5 Officials and employees who failed to liquidate cash advances received in FY 2018 within the reglementary period as required by the Commission on Audit.

3.0 ELIGIBILITY CRITERIA:

To qualify for the 2018 PBB, a Local Water District must comply with the following conditions:

- 3.1 The agency must achieve at least 90% of the performance targets in the delivery of Major Final Outputs (MFOs), Support to Operations (STO) and General Administration and Support Services (GASS) for the FY 2018.
- 3.2 Satisfy 100% of the Good Governance Conditions for FY 2018 set by the AO25 Inter-Agency Task Force (IATF) for FY 2018 as follows:
 - 3.2.1 Maintain/update Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY 2018 GAA, to enhance transparency and enforce accountability and includes posting of the following:
 - ✓ FY 2018 Annual Procurement Plan
 - ✓ FY 2018 Annual Budget
 - ✓ Financial Reports (FY 2013 – FY 2018)
 - ✓ FY 2018 Major Programs and Projects with the Beneficiaries and Status of Implementation
 - ✓ Agency Operations Manual
 - ✓ System of Ranking Delivery Units and Individuals
 - 3.2.2 Maintain/update the PhilGEPS posting (Revised IRR of RA 9184)



3.2.3 Maintain/update Citizen's Charter or its equivalent reflecting the agency's enhanced service standards for all its frontline services to citizens, businesses and other government agencies.

3.3 Use of the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees.

3.4 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System

3.5 Submission of accomplishments using the following forms:

- Form A --- Agency's Performance Accomplishment FY 2018
- Form A1 --Delivery Units' Performance Indicators & Accomplishments
- Form 1.0 --Report on Ranking of Offices/Delivery Units

3.6 Payment of applicable taxes

4.0 ELIGIBILITY OF INDIVIDUALS:

4.1 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);

4.2 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with Item 3.1 hereof maybe eligible to the full grant of the PBB;

4.3 An employee who rendered a minimum of three (3) months but less nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis. The PBB of employees shall be pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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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 pro-rata basis:

- ❖ Being 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

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

4.4.1 BIWAD has qualified for the grant of the FY 2018 PBB;

4.4.2 The Board Member has 90% attendance to the duly called board meetings as certified by the Board Secretary.

4.4.3 The Board Member has nine (9) months aggregate service in the position.



5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS:

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 2018 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

5.2 When identifying and determining delivery units, LWDs must be guided by LWUA MC No. 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 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 grant of PBB.

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

5.6 The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

6.0 RATES OF THE ENHANCED PBB

6.1 The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2017, as follows, but not lower than P 5,000.00.

PERFORMANCE CATEGORY	BASIC SALARY MULTIPLY BY:
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

- *Individuals with below Satisfactory Rating are excluded from the ranking*

7.0 FUNDING

The grant of the Performance-Based Bonus shall be charged to the District's corporate fund.

Prepared by:


MANUELA D. DE VERA
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Administrative & Finance Division

Date : September 25, 2018

Approved by:


MARIANO V. GONZALO
General Manager B

Date : September 25, 2018