



GUIDELINES/MECHANICS OF TANAUAN WATER DISTRICT IN RANKING AND RATING FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2018

I. RANKING OF DELIVERY UNITS

Pursuant to IATF Memorandum Circular No. 2018 - 1 dated May 28, 2018 which prescribes guidelines on the grant of the PBB for FY 2018, item 8.1 of the said MC states that delivery units eligible to the PBB shall be forced rank according to the following:

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

Guided by LWUA MC No. 015-2016 dated October 21, 2016, addressed to all water district and pursuant to Local Water District Macro, Tanauan Water District (TWD) belongs to Category B wherein the delivery units are categorized as follows:

Category	Delivery Units
B	a. Office of the General Manager b. Administrative and Human Resource Department c. Finance Services Department d. Commercial Services Department e. Engineering and Operations Department

As practiced the performance of our agency's delivery units was evaluated yearly to determine whose division will be the best, better or good. Consequently, this year the basis of ranking is through the average performance rating of all individual belonging on each delivery unit. Obtaining five average rating, it will be forced ranked using the percentage table above.



II. RATES OF THE ENHANCED PBB

As per Section 9.1 of IATF Memorandum Circular NO. 2018 - 1, the rates of the 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 as of December 31, 2018, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

III. ELIGIBILITY OF INDIVIDUALS

1. Non-ex officio heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible, their maximum PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018. They should not be included in the Form 1- Report on Ranking of Delivery Units.
2. Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official of the GOCC concerned subject to the following conditions:
 - a. The GOCC has qualified for the grant of the FY 2018 PBB;
 - 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 GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No.22 dated December 1, 2016.
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 the PBB.
4. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least "Satisfactory" rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered illustrated as follows:



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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 requirement to be considered for PBB on a pro-rata basis:

- i. Being a newly hired employee;
 - ii. Retirement;
 - iii. Resignation;
 - iv. Rehabilitation leave;
 - v. Maternity leave and/or Paternity Leave;
 - vi. Vacation or Sick Leave with or without pay;
 - vii. Scholarship/Study leave;
 - viii. Sabbatical leave
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 PBB.
 6. 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.
 7. Officials and employees who failed to submit the 2017 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 2018 PBB.
 8. 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.
 9. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2018 PBB.



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10. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
11. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS Certifications, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.
12. 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.

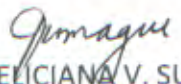
FEEDBACK MECHANISM

Performance-Based Incentive System (PBIS) – any related issues/complaints raised by the employees shall be submitted in writing to the Grievance Committee. Then within ten (10) working days, the Committee shall study the said concerns and make recommendations that will be submitted to the management team. Consequently, upon receipt of the Grievance Committee report, the management team will resolve the issues within 10 working days. The management decision shall be final and executory.

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