



CAMARINES NORTE WATER DISTRICT
Daet, Camarines Norte

1973

GUIDELINES ON THE RANKING OF CAMARINES NORTE WATER DISTRICT (CNWD) DELIVERY UNITS FOR THE 2016 PERFORMANCE-BASED BONUS

BACKGROUND

The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting System issued Memorandum Circular No. 2016-1 dated May 12, 2016 on the Guidelines for the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201. This memorandum was issued to prescribe the criteria and conditions for the grant of the Performance-Based Bonus for fiscal year 2016.

For Local Water Districts (LWDs), among the requirements to qualify for the 2016 PBB are the following: attainment of the agency's performance targets under the Major Final Outputs and Performance Indicators (PIs), 100% compliance with the Good Governance Conditions (GCGs), use of CSC-approved Strategic Performance Management System (SPMS) and submission of reports.

IATF MC No. 2016-1 authorized the Local Water Utilities Administration (LWUA) to issue guidelines on the ranking of delivery units for LWDs.

On October 12, 2016, LWUA issued Memorandum Circular No. 015-16 to all water districts on the PBB 2016 Ranking of Delivery Units. The MC specifically states that the Divisions or Delivery units eligible under the PBB shall be forced ranked according to categories.

Camarines Norte Water District (CNWD) as Government-Owned and Controlled Corporation (GOCC) is covered by the LWUA MC No. 015-16 and IATF MC No. 2016-1, hence, these guidelines were adopted from the said memorandum circulars of LWUA and IATF for the ranking of CNWD's delivery units relative to the grant of 2016 PBB to CNWD employees.

PURPOSE

These guidelines aim to provide the ranking of delivery units for CNWD according to category.

COVERAGE

All CNWD employees holding regular plantilla positions are covered in this guidelines for the grant of 2016 PBB.

ELIGIBILITY OF INDIVIDUALS

1. The eligibility of the Head of Agency will depend on the eligibility and performance of the office. PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

| Performance of Eligibility Agency | PBB as % Monthly Basic Salary |
|---|--------------------------------------|
| Agency achieved all GCGs, and its physical targets in all Major Final Outputs (MFOs), Support to Operations (STOs) and General Administrative Support Services (GASS) | 65% |
| Agency achieved all GCGs, and has deficiency/ies in some of its physical targets/due to uncontrollable reasons | 57.5% |
| Agency achieved all GCGs, and has deficiency in one of its physical target/s due to controllable reasons | 50% |

2. CNWD employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the CNWD's CSC-approved Strategic Performance Management System (SPMS).
3. Other officials performing managerial and executive functions should have a rating of at least "Satisfactory".
4. 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 to 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 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;
 - g. 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 the PBB.
 6. Personnel found guilty of administrative and/or criminal cases in FY 2016 by format and executor judgement 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 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2016 PBB.
 8. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

DELIVERY UNITS

The CNWD is categorized as Category "B" Water District per Certificate of Category dated March 29, 2012 issued by the Local Water Utilities Administration (LWUA). The delivery units shall be as follows:

- 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

RANKING OF DELIVERY UNITS

Per IATF MC No. 2016-1, the delivery units eligible to the PBB shall be forced ranked according to the following categories:

| Ranking | Performance Category |
|----------|--|
| Top 10% | Best Department / Division / Delivery Unit |
| Next 25% | Better Department / Division / Delivery Unit |
| Next 65% | Good Department / Division / Delivery Unit |

RATES OF THE FY 2016 PERFORMANCE-BASED BONUS

The PBB rates of CNWD employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016 but not lower than P5,000.00:

| Performance Category | PBB as % of Monthly Basic Salary |
|---|----------------------------------|
| Best Department / Division / /Delivery Unit (10%) | 65% |
| Better Department / Division / Deliver Unit (25%) | 57.5% |
| Good Department / Division / Delivery Unit (65%) | 50% |

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