



Republic of the Philippines
CAMARINES NORTE WATER DISTRICT
Daet, Camarines Norte

MEMORANDUM: GM – 009 – 2017
TO : ALL CONCERNED
FROM : General Manager
DATE : September 14, 2017
SUBJECT : **GUIDELINES ON THE RANKING OF CNWD DELIVERY UNITS FOR THE GRANT OF 2017 PERFORMANCE BASED BONUS (PBB)**

In view of the Joint Memorandum Circular No. 2017-014-17 issued by the Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM) dated July 31, 2017, the Camarines Norte Water District (CNWD) hereby adopts the attached guidelines on ranking of delivery units stipulated in the said Joint Memorandum Circular No. 2017-014-17.

For reference of all concerned.

Please be guided accordingly.


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mab



CAMARINES NORTE WATER DISTRICT
Daet, Camarines Norte

**GUIDELINES ON THE RANKING OF CAMARINES NORTE WATER
DISTRICT (CNWD) DELIVERY UNITS FOR THE
2017 PERFORMANCE-BASED BONUS**

BACKGROUND

The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting System, created under Administrative Order No. 25 s. 2011, issued Memorandum Circular No. 2017-1 dated March 9, 2017 on the Guidelines for the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order (EO) No. 80 s. 2012 and Executive Order No. 201 s. 2016. This IATF circular was issued to prescribe the criteria and conditions for the grant of the Performance-Based Bonus for fiscal year 2017.

Last July 31, 2017, the Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM) issued Joint Memorandum Circular No. 2017-014-17 specifically for local water districts on the criteria and conditions for the 2017 PBB to be given in FY 2018.

Among the requirements for the local water districts to qualify for the PBB are the good governance conditions, achievement of performance targets for the delivery of Major Final Outputs, Support to Operations and General Administration and Support Services, and the use of CSC-approved SPMS.

Camarines Norte Water District (CNWD) being a Government-Owned or-Controlled Corporation (GOCC) is covered by the said Joint Memorandum Circular No. 2017-014-17, hence, these guidelines were adopted from the said memorandum circular for the ranking of CNWD's delivery units relative to the grant of 2017 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; contractual and casual personnel having an employer-employee relationship and whose compensation are charged against the lump sum appropriation under Personnel Services; and those occupying positions in the DBM-approved contractual staffing pattern of the CNWD are covered in these guidelines for the grant of 2017 PBB.

ELIGIBILITY OF INDIVIDUALS

1. The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
2. The Performance Based Incentive (PBI) for the CNWD 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 CNWD has qualified for the grant of the FY 2017 PBB;
 - b. The Board of Directors has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board of Directors has nine (9) months aggregate service in the position; and
 - d. The CNWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.
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, while, payment of the PBB shall come from CNWD.
4. An official or employee of CNWD 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.
5. An official or employee of CNWD 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 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 with or without pay;
 - g. Scholarship/Study Leave; and
 - h. Sabbatical Leave.
6. 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 2017 PBB.
 7. Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executory 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.
 8. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
 9. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2017 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 2017 PBB.
 10. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
 11. The Agency Head should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.
 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.

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

The CNWD and its corresponding delivery units that meet the criteria and conditions in Section 5.1 of the LWUA and (DBM) Joint Memorandum Circular No. 2017-014-17 are eligible to the PBB for FY 2017.

- a. 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

- b. When identifying and determining delivery units, CNWD must be guided by the LWUA MC 015-2016. A delivery unit is the primary subdivision of the CNWD performing substantive line functions, technical services or administrative support, as reflected in the CNWD's organizational structure/functional chart.
- c. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for propomotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
- d. Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.
- e. Officials and employees who did not file SALN and failed to liquidate their cash advances in FY 2017 shall not be eligible to the PBB.

f. The resulting ranking of delivery units shall be indicated in Form 1.0.

RATES OF THE FY 2017 ENHANCED PERFORMANCE-BASED BONUS

The enhanced PBB rates of CNWD employees 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 Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Deliver Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

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