



CAMARINES NORTE WATER DISTRICT
Daet, Camarines Norte

**REVISED GUIDELINES ON THE RANKING OF CAMARINES NORTE
WATER DISTRICT (CNWD) DELIVERY UNITS FOR THE
2018 PERFORMANCE-BASED BONUS (PBB)**

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. 2018-1 dated May 28, 2018. This IATF memorandum circular was issued to prescribe the criteria and conditions for the grant of the Performance-Based Bonus (PBB) for fiscal year 2018.

Among the requirements to qualify for the PBB are the following: satisfy 100% of the Good Governance Conditions (GCG) for FY 2018, achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Service (GASS) requirements for FY 2018 and Performance Rating of Employees and CES positions.

Camarines Norte Water District (CNWD) being a Government-Owned or-Controlled Corporation (GOCC) is covered by the IATF Memorandum Circular No. 2018-1, hence, these guidelines were adopted from the memorandum circulars for the ranking of CNWD's delivery units relative to the grant of 2018 PBB to CNWD employees.

PURPOSE

These guidelines aim to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2018 performance to be given in FY 2019.

COVERAGE

All CNWD employees holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship and whose compensation are charged to the Personnel Services budget as well as those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered in this guidelines.

ELIGIBILITY OF INDIVIDUALS

1. The General Manager's maximum PBB rate for FY 2018 shall be equivalent to 65% of her monthly basic salary as of December 31, 2018. The General Manager should not be included in the Form 1-Report on Ranking of Delivery Units.
2. The Performance Based Incentive (PB) for the LWD 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 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 CNWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.
 - e. Board Members Accomplishments for FY 2018 must be submitted (policies or resolutions made, that will help address the operations as well as guidelines of the WD).
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.
4. Personnel who transferred from one government agency to another agency 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.
5. 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.
6. 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.
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 2018 PBB.
 8. Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executory judgement 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.
 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; 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.
 10. Officials and employees who failed to liquidate 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.
 11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
 12. The Agency Head 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.
 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.

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

CNWD and their corresponding delivery units that meet the criteria and conditions in Section 4.0 of IATF MC No. 2018-1 are eligible to the FY 2018 PBB.

- 1. Delivery units eligible to the PBB shall be force ranked according to the following categories:

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

- 2. 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.
- 3. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
- 4. Officials and employees who receive a “Below Satisfactory” rating under the CSC-approved SPMS shall not be eligible to the PBB.
- 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.


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

RATES OF THE FY 2018 ENHANCED PERFORMANCE-BASED BONUS

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 one's monthly basic salary as of December 31, 2018, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Deliver Unit	0.575
Good Delivery Unit	0.50

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