



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

GUIDELINES ON THE RANKING OF CAMARINES NORTE WATER DISTRICT (CNWD) DELIVERY UNITS FOR THE 2019 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 (MC) No. 2019-1 dated September 3, 2019. This IATF memorandum circular was issued to prescribe the guidelines on the grant of the Performance-Based Bonus (PBB) for fiscal year 2019.

The IATF MC No. 2019-1 prescribes the eligibility criteria, good governance conditions, performance targets, other cross-cutting requirements, eligibility of individuals and ranking of delivery units which shall be complied by the government agencies to qualify for 2019 PBB. Under other cross-cutting requirements is the System of Ranking Delivery Units which the CNWD has to prepare and implement.

Camarines Norte Water District (CNWD) being a Government-Owned and Controlled Corporation (GOCC) is covered by the IATF MC No. 2019-1, hence, these guidelines were adopted from the said memorandum circular for the ranking of CNWD delivery units relative to the grant of 2019 PBB to CNWD employees.

PURPOSE

These guidelines aim to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2019 performance to be given in FY 2020.

COVERAGE

All CNWD personnel holding regular, contractual and casual positions are covered by this guidelines.

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

1. CNWD and its corresponding delivery units that meet the criteria and conditions in Section 4.0 of IATF MC No. 2019-1 are eligible to the FY 2019 PBB. 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

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.

RATES OF THE FY 2019 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, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Deliver Unit	0.57
Good Delivery Unit	0.50

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