



## **GUIDELINES ON THE RANKING OF CAMARINES NORTE WATER DISTRICT (CNWD) DELIVERY UNITS FOR THE 2020 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. 2020-1 dated June 2, 2020. This IATF memorandum circular was issued to prescribe the guidelines on the grant of the Performance-Based Bonus (PBB) for fiscal year 2020.

Just like previous years issuances of IATF on PBB, IATF MC No. 2020-1 prescribes the eligibility criteria, good governance conditions, physical targets, eligibility of individuals and ranking of delivery units which shall be complied by the government agencies to qualify for 2020 PBB.

Camarines Norte Water District (CNWD) being a Government-Owned and Controlled Corporation (GOCC) is covered by the IATF MC No. 2020-1, hence, these guidelines were adopted from the said memorandum circular for the ranking of CNWD delivery units relative to the grant of 2020 PBB to CNWD employees.

### **PURPOSE**

These guidelines aim to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2020 performance to be given in FY 2021.

### **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 their corresponding delivery units that meet the criteria and conditions in Section 4.0 are eligible for the FY 2020 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

2. When identifying and determining delivery units, CNWD must be guided by the LWUA MC 015-2016.
  - a. 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.
4. To recognize the high performance of government employees to the achievement of CNWD targets and requirements for the grant of the FY 2020 PBB, CNWD shall list the names of employees who belong in the Best Delivery Unit using Form 1.0.
5. The Local Water Utilities Administration (LWUA) shall issue pertinent guidelines on the ranking of delivery units for Local Water Districts.
6. To heighten transparency among delivery units and employees, CNWD shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2020 PBB. CNWD shall prepare the System of Agency Ranking of Delivery Units for FY 2020 PBB using the Form for the Guidelines/Mechanics in Ranking Delivery Units. The duly completed and signed agency guidelines in ranking delivery units shall be posted on the agency TS website on or before October 1, 2020.

## RATES OF THE FY 2020 ENHANCED PERFORMANCE-BASED BONUS

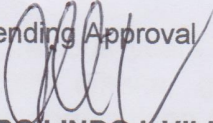
The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

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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