



**GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS  
FOR THE GRANT OF PERFORMANCE –BASED BONUS (PBB) FY 2021**

In view of the Memorandum Circular No. 2021-1 dated June 3, 2021, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2021-1, under Executive Order No. 80, s., 2012 and Executive Order No. 201 s. 2016, please be informed that the following **System of Ranking of Delivery Units** for the **Grant of Performance – Based Bonus for year 2021** is hereby adopted for implementation:

**Coverage**

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of KOLWD.

**A. Ranking of Delivery Units**

1. "Delivery Units" as defined in the LWUA Memorandum Circular 015.16 refer to Offices or Group according to Category per Local Water District Manual on Categorization, Recategorization and Other Related Matters (LWD-MaCRO). Hence, in view of the substantial functions of each Office/Group, coming as responsible units in achieving KOLWD's MFOs, "delivery units" shall be referring to the OFFICE or GROUP, established and functional per Organizational Structure approved by DBM as per Personal Services Itemization and Plantilla of Personnel (PSIPOP) for the year 2019.

Category D – LWD Organizational Structure per PSIPOP

a. Office of the General Manager

- Administrative Section
- Finance Service Section
- Commercial Service Section
- Operations/Technical Section

2. For FY 2021 PBB, the delivery units (DUs) of eligible LWDs shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

3. Based on Table No. 01, to be eligible for the FY 2021 PBB, the LWD must attain a total score of at least 70 points. The LWD accomplishments for each criterion shall be rated using this scoring system. Each criterion has an assigned point, as shown in Table No. 01. The total maximum score that the LWD may obtain is 100 points.

Therefore, to be eligible for the FY 2021 PBB, the LWD must attain a total score equivalent to at least 70 percent (%) of each criterion.

Table No. 01

<b>CRITERIA</b>	<b>MAX PTS.</b>	<b>CONDITION</b>
<b>A. Performance Results</b>	70	Actual points must be at least 49
<b>B. Process Results</b>	7	Compliance would automatically render 7 points; non-compliance would result in ineligibility to FY 2021 PBB
<b>C. Financial Results</b>	10	Actual points must be at least 7
<b>D. Client/Citizen Satisfaction Results</b>	13	At least 70% of the complaints must be acted upon, with the following equivalent points: At least 70% = 7 At least 75% = 8 At least 81% = 9 At least 86% = 10 At least 91% = 11 At least 94% = 12 At least 97% = 13
<b>Total</b>	<b>100</b>	Overall Total Score must be <u>at least 70 points</u>

4. The unit/s most responsible (including its Head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB. While the conditions mentioned are no longer required in determining the overall PBB eligibility, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals.

**B. Eligibility of Individual Employees**

1. Employees belonging to the First and Second Levels should receive at least “Very Satisfactory” based on the Agency’s CSC – Approved Strategic Performance Management System are eligible to receive the PBB. The final rating of each employee shall be confirmed by the Head of Agency.
2. The Head of the Agency is qualified to receive the highest incentive of the PBB.
3. An employee or official who has rendered a minimum of nine (9) months of service in FY 2021 and with at least Very Satisfactory rating may be eligible to the full grant of PBB.
4. An employee who rendered less than (9) months but minimum of three (3) months but with at least Satisfactory performance rating shall be eligible to the grant of PBB on a pro-rated basis, corresponding to the actual length of service rendered, as follows:

<b>Length of service</b>	<b>% of PBB</b>
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-rated 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;
- h) Sabbatical Leave

### **C. Employees who are not entitled to receive PBB**

The following are **excluded** from the grant of PBB:

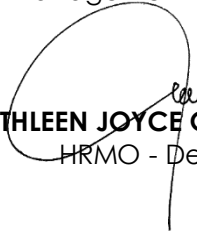
1. An employee who is in vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB.
2. Employees who failed to submit their complete SPMS forms and employees who have not rendered at least three (3) months of service in year 2021.
3. For employees who are found guilty of any administrative charges and/or criminal charges related to their work for year 2021, the reckoning date for disqualification of benefits is the date of Order by the General Manager.
4. Officials and employees who failed to submit 2020 SALN prescribed in the rules under CSC MC No. 3, s. 2015.
5. Officials and employees who failed to liquidate within the prescribed period the Cas received in FY 2021.

### **D. Rates of FY 2021 PBB**

The PBB rates of individual employees shall depend on the points attain by the WD. The maximum rate of PBB that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021 as follows:

<b>RATES OF PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	<b>65%</b> (100% of 65% monthly basic salary)
95 points	<b>61.75%</b> (95% of the 65% monthly basic salary)
90 points	<b>58.5%</b> (90% of the 65% monthly basic salary)
85 points	<b>55.25%</b> (85% of the 65% monthly basic salary)
80 points	<b>52%</b> (80% of the 65% monthly basic salary)
75 points	<b>48.75%</b> (75% of the 65% monthly basic salary)
70 points	<b>45.5%</b> (70% of the 65% monthly basic salary)

Furthermore, as one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

  
**KATHLEEN JOYCE G. GAGARRA**  
 HRMO - Designate

  
**MA. JAEVA C. QUINTAS**  
 Acting General Manager