

Republic of the Philippines
Metro Roxas Water District
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**MRWD System Ranking of Delivery Units for Performance-Based Bonus
 (PBB) for Fiscal Year 2016**

Backgrounder:

Executive Order No. 201 series of 2016, provides that the existing PBB granted to qualified government personnel shall be enhanced to strengthen its results orientation. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order (AO) No. 25, s. 2011, herein referred to as the AO 25 IATF, shall prescribe the conditions in the eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance.

With this, the IATF issued Memorandum Circular No. 2016-1 dated May 12, 2015 and Memorandum Circular No. 2016-2 dated October 12, 2016 prescribing the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 and the Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus for Fiscal Year 2016

General Guidelines:

- 1.) All MRWD Delivery units eligible to the PBB shall be forced ranked based on the approved Strategic Performance Management System (SPMS) according to the following categories:

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

- 2.) Pursuant to the LWD MaCRO, MRWD Delivery units are follows:

Category	Delivery Units
	a. Office of the General Manager

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B	<p>a1. Management Services Division</p> <p>b. Administrative and Human Resource Department</p> <p>b1. Human Resource Division b2. Property/Supply and Procurement Division b3. General Services Division</p> <p>c. Finance Services Department</p> <p>c1. Accounting Division c2. Cash Management and Budget Division</p> <p>d. Commercial Services Department</p> <p>d1. Customer Services Division d2. Customers Account Division</p> <p>e. Engineering and Operations Department</p> <p>e1. Planning and Design Division e2. Construction and Maintenance e3. Water Resource Division</p>
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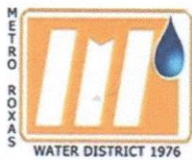
3.) Section 8.3 and 9.0 of the Memorandum Circular No. 2016-01 are hereby reiterated, to wit:

8.3 - "Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (Annex 4). There shall no longer be a ranking of individuals within a delivery units."

9.0 - Rates of the FY 2016 PBB- "The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31,2016, as follows, but not lower than Php5,000."

Performance Category	PBB as % of Monthly Basic Salary
Best Department/ Division/ Delivery Unit (10%)	65%
Better Department/ Division/ Delivery Unit (25%)	57.5%
Good Department/ Division/ Delivery Unit (65%)	50%

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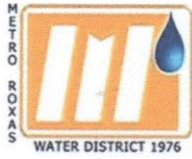
- 4.) Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
- 5.) An official or employee who has rendered a minimum of nine (9) months of service in fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 6.) An official or employee 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB
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	70%
3 months but less than 4 months	50%

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;

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- g. Scholarship/Study Leave
 - 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 PBB.
- 8.) Personnel found guilty of administrative and/or criminal case in FY 2016 by formal and executory judgment 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 liquidate within the reglementary period the Cash Advance received in FY 2016 as required by COA shall not be entitled to the FY 2016 PBB.
- 10.) Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2016 PBB.

Effectivity:

This System of Ranking of Delivery Units shall take effect immediately unless amended or revoked by operation of law pursuant to the issuance of relevant circulars or orders including but not limited by the DBM, LWUA, COA, and IATF.

- Annex A - MRWD Strategic Performance Management System (SPMS)

Approved: _____

ENGR. GONZALO GLEN B. DELGADO
General Manager B
Office of the General Manager

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