



Republic of the Philippines
Metro Roxas Water District
MRWD Bldg., Km. 1
Roxas City 5800 Philippines
Tel # (036) 6210-737/6210-044 ♦ Telefax # (036) 6216-083
(036) 6215-474/6215-475/522-1160/522-1161

MRWD Guidelines on the System of Ranking Delivery Units for Performance-Based Bonus (PBB) for Fiscal Year 2017

1.0 BACKGROUND

- 1.1 With the mandate of President Rodrigo Duterte to improve public service, all government agencies are directed to improve their services to the public by being more transparent and expediting transactions and reducing processing time of all applications.
- 1.2 Executive Order (EO) No. 201 s. 2016 provided that the existing Performance Based-Bonus (PBB) shall be enhanced to strengthen government personnel's result orientation and to grant incentives linked with actual performance.
- 1.3 EO No. 201 further stipulates that 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 shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance.
- 1.4 Consistent with IATF MC dated March 9, 2017, the MRWD sets forth these guidelines on the system of ranking delivery units for the PBB for fiscal year 2017.

2.0 PURPOSE

To establish a system to rank MRWD delivery units and personnel relative to the grant of the PBB for fiscal year 2017.

3.0 COVERAGE

This covers all identifiable delivery units of the MRWD and all its officials and employees holding regular plantilla positions.

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4.0 ELIGIBILITY CRITERIA

4.1 Agency

1. To qualify for the PBB, the MRWD must comply with the following criteria:
 - a. **Good Governance Condition:** Satisfy 100% of the Good Governance Conditions for FY 2017 set by the AO 25 IATF as provided in its MC No. 2017-1.
 - b. **Performance Targets:** The MRWD should achieve one of the performance targets for the delivery of STO and GASS indicators as identified by LWUA in a Joint Memorandum Circular to be issued by Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM).
 - c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of the MRWD.

4.2 Delivery Units

- 4.2.1 The MRWD's delivery units are as follows:
 - a. Office of the General Manager
 - a.1. Management Services Division
 - b. Administrative and Human Resource Department
 - b.1. Human Resource Division
 - b.2. Property/Supply and Procurement Division
 - b.3. General Services Division
 - c. Finance Services Department
 - c.1. Accounting Division
 - c.2. Cash Management and Budget Division
 - d. Commercial Services Department
 - d.1. Customer Services Division
 - d.2. Customers Account Division

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e. Engineering and Operations Department

- e.1. Planning and Design Division
- e.2. Construction and Maintenance Division
- e.3. Water Resource Division

4.3 Individuals

4.3.1 Employees belonging to the First, Second and Third Levels should receive a rating of at least “Satisfactory” based on the CSC-approved Strategic Performance Management System (SPMS).

4.3.2. 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 PBB shall come from the mother agency.

4.3.3 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.

4.3.4 An official or employee 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.

4.3.5 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 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
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%

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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;
- h. Sabbatical Leave

4.3.6 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.

4.3.7 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 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.

4.3.8 Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.

4.3.9 Officials and employees who failed to liquidate all cash advances received in FY 2017 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 2017 PBB.

4.3.10 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.

4.3.11 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include in the Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the

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FY 2017 PBB if the Department/Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.

4.3.12 The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following:

a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of MC No. 2017-1 of the IATF in the format prescribed under GPPB Circular No. 07-2015.

4.3.13 Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.

4.3.14 Officials and employees responsible for the QMS certification and alignment specified in Sections 6.2.a and 6.2.b of the IATF MC No. 2017-1 shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.

4.3.15 Officials and employees responsible for posting and dissemination of the Department/Agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply.

5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS

5.1 Departments and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 of the IATF MC No. 2017-1 are eligible to the FY 2017 PBB. Delivery units shall be forced ranked according to the following categories:

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

5.2 The resulting ranking of delivery units shall be indicated in the Form 1.0 – Report on ranking of Delivery Units.

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5.3 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 interdisciplinary action, individual ranking shall no longer be included in the Form 1.0.

6.0 RATES OF THE PBB

6.1 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 based on the table below:

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

7.0 EFFECTS OF NON-COMPLIANCE

7.1 For FY 2017, non-compliance with all good governance conditions shall be considered ineligible for the PBB FY 2017.

7.2 Prohibited Acts: After due process by the oversight agency, commission of the following prohibited acts shall deem the District disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC shall file the appropriate administrative case:

- a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation or the provisions of the IATF MC No. 2017-1.
- b. Evenly distributing PBB among employees, in violation of the policy of paying the PBB based on the ranking of delivery units.

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8.0 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.

Approved:

ENGR. GONZALO GLEN B. DELGADO

General Manager B

Office of the General Manager

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