



Republic of the Philippines
Metro Roxas Water District
MRWD Bldg., Km. 1
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**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE
GRANT OF PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2018 UNDER
EXECUTIVE ORDER NO. 80, SERIES OF 2012 AND EXECUTIVE ORDER NO. 201,
SERIES OF 2016**

In view of Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated May 28, 2018, Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016, the Metro Roxas Water District hereby adopts the following System of Ranking of Delivery Units for the Grant of the Performance-Based Bonus for Fiscal Year 2018.

1.0 COVERAGE

The Performance-Based Bonus shall be granted to all qualified permanent employees of Metro Roxas Water District (MRWD).

2.0 RANKING OF DELIVERY UNITS

A delivery unit is the primary subdivision of the department/agency performing substantive line functions, technical services or administrative support, as reflected in the Department's/Agency's organizational structure/functional chart, as defined in the IATF Memorandum Circular No. 2018-1 dated May 28, 2018. Accordingly, in view of the substantial functions of each Office/Group responsible in achieving MRWD's Major Final Outputs (MFOs), "delivery units" shall refer to the Department or Division, established and functional per organizational structure approved by the DBM as per Personal Services Itemization and Plantilla of Personnel (PSIPOP) for the year 2018.

2.1 The MRWD's delivery units are as follows:

- a. Office of the General Manager
 - a.1 Management Services Division
- b. Administrative Services Department
 - b.1 Human Resource Division
 - b.2 Property/Supply and Procurement Division
 - b.3 General Services Division

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- 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
- e. Engineering and Operations Department
 - e.1 Planning and Design Division
 - e.2 Construction and Maintenance Division
 - e.3 Water Resources Division

2.2 To determine the ranking of “Departments/Divisions” as delivery units, the average final performance rating of qualified employees under each Division for the period January to June 2018 and July to December 2018 will be computed.

2.3 Departments and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.0 of the IATF MC No. 2018-1 are eligible to the FY 2018 PBB. Delivery units eligible 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

2.4 The resulting ranking of delivery units shall be indicated in the Form 1 – Report on ranking of Delivery Units of IATF MC No. 2018-1

2.5 Only the personnel belonging to eligible delivery units are qualified for the PBB.

3.0 ELIGIBILITY CRITERIA

3.1 Agency

- 3.1.1 To qualify for the PBB, the MRWD must comply with the following criteria:

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- a. **Good Governance Condition:** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5 of its MC No. 2018-1;
- b. **Performance Targets:** The MRWD should achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018;
- c. **Performance Rating of Employees:** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of the MRWD.

3.2 Individuals

3.2.1 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).

3.2.2. 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.

3.2.3 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.

3.2.4 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 7.8 of the IATF MC No. 2018-1.

3.2.5 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.

3.2.6 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

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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%
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

3.2.7 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.

3.2.8 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.

3.2.9 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct

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of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.

3.2.10 Officials and employees who failed to liquidate all cash advances received in FY 2018 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 2018 PBB.

3.2.11 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

3.2.12 Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.

3.2.13 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

4.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS

- 4.1 Delivery units eligible to the PBB 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

- 4.2 When identifying and determining delivery units, LWDs must be guided by the LWUA MC 015-2016. A delivery unit is the primary subdivision of the LWD performing substantive line functions, technical services or administrative

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- support, as reflected in the LWD's organizational structure/functional chart.
- 4.3 Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
 - 4.4 Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.
 - 4.5 Officials and employees who did not file SALN and failed to liquidate their cash advances in FY2018 shall not be eligible to the PBB.
 - 4.6 The resulting ranking of offices/delivery units shall be indicated in Form 1.0

5.0 RATES OF THE PBB

- 5.1 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

6.0 EFFECTS OF NON-COMPLIANCE

- 6.1 For FY 2018, non-compliance with all Good Governance Conditions shall be considered ineligible for the PBB FY 2017.
- 6.2 Agencies that are unable to comply with Performance Targets shall be considered ineligible for the FY 2018 PBB.
- 6.3 In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the concerned agency, such incident

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could be a cause to disqualify the concerned agency in the succeeding cycle of the PBB.

6.4 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. 2018-1.
- b. Evenly distributing PBB among employees, in violation of the policy of paying the PBB based on the ranking of delivery units.

7.0 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

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