

GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS  
FOR THE GRANT OF PERFORMANCE – BASED BONUS (PBB) FY 2019  
AGENCY: METRO COTABATO WATER DISTRICT

In view of the Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-1, Joint Memorandum Circular No. 2018-01 by the Local Water Utilities Administration (LWUA)-Department of Budget and Management (DBM) dated October 22, 2018 and Executive Order No., 80, s 2012. The Metro Cotabato Water District hereby adopts the following System of Ranking of Delivery Units for the Grant of Performance- Based Bonus for year 2019.

**Coverage**

The Performance – Based Bonus shall be granted to qualified Co-terminus, Permanent / Temporary and Casual employees of MCWD.

**A.) Ranking of Delivery Units**

1. "Delivery Unit" as defined in the joint Memorandum Circular 2017-014-17 refers to *department and divisions* of LWD responsible for the achievement of LWD's MFO and committee to performance targets which are tracked by a reporting system within the year and verified by LWUA. However, per item no. 9.2 of the said Circular, MCWD determines its "delivery unit" per LWUA memorandum circular 015.16 which 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 function of each Office / Group, coming as responsible units in achieving MCWD's MFO's 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 year 2019, viz:

Category A – LWD Organizational structure per PSIPOP

- a. Office of the General Manager
  - Board Secretariat
  - Staff from the Office of the General manager
  - Internal Audit Unit
  - Public Relations
  - Information and Communication Technology Unit
  - Corporate Planning Unit

b. Administration Group

✚ The Administrative & Human Resource Department

- Administrative & Human Resource Division
- General Services Division

c. Finance Group

✚ The Finance Services Department

- General Accounting & Payroll Division
- Treasure & Budget Division

d. Commercial Group

✚ The Commercial Services Department

- Customer Services Division
- Customer Accounts Division

e. Operation Group

✚ The Engineering & Maintenance Department

- Engineering and Construction Division
- Pipeline & Appurtenances Maintenance Division

✚ The Production & Environmental Management Department

- Water Quality, Watershed & Septage Management Division
- Production & Electro-Mechanical Division

2. To determine the Ranking of Office / Group as “delivery units”, the average final performance rating of qualified employees under each Group for the period January to June 2019 and July to December 2019 will be computed.

3. Following the provisions of LWUA and IATF Memorandum Circular, *delivery unit* shall be forced – ranked according to the following categories:

Top 10%	Best Bureau / Office / Delivery Unit
Next 25 %	Better Bureau / Office / Delivery Unit
Next 65 %	Good Bureau / Office / Delivery Unit

**B.) Eligibility of Individual Employees**

1. The General Manager's PBB rate for FY 2019 shall be equivalent to 65% of her monthly basic salary as of December 31, 2019.
2. Employees belonging to the First and Second Levels should receive at least "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 their Department Managers.
3. Personnel who transferred from one office to another shall be rated and ranked by the office / department where he / she served the longest. If equal months were served for each office, he / she will be included in the recipient office.
4. An employee or official who has rendered a minimum of nine (9) months of service in FY 2019 and with at least *satisfactory* rating may be eligible to the full grant of PBB.
5. An employee who rendered less than nine (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 rate</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 pro-rated basis:

- a) Being a newly hired employee;
- b) Retirement;
- c) Resignation;
- d) Rehabilitation Leave;
- e) Maternity Leave / 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 on 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 the year 2019.
3. For employees who are found guilty of any administrative charges and/ or criminal charges related to their work for year 2019 by formal and executor judgement, the reckoning date for disqualification of benefits in the **date of Order by the General Manager**. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
4. Officials and employees who failed to submit 2018 SALN, prescribed in the rules under CSC MC No. 3, s. 2015.
5. Officials and employees who failed to liquidate within the reglementary period the CA's received in 2019 as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009.

**E.) Rates of the Enhanced PBB**

1. That, all Department Managers shall be furnished with the list of final performance rating of their concerned employees for year 2019.
2. The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery units, with the rate of incentives as multiple of the individual's monthly basic salary of December 31, 2019 based on the following categories:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Salary</b>
Best Bureau / Office / Delivery Unit	65%
Better Bureau / Office / Delivery Unit	57.5%
Good Bureau / Office / Delivery Unit	50%

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

These Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.

Cotabato City, September 24, 2019.



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**MARGARITA F. ROALES**  
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