

## **Guidelines in Ranking Delivery Units and Individuals as Basis for Granting the Performance- Based Bonus (PBB) for FY 2023**

### **Section I. Purpose**

Consistent with Inter-Agency Task Force (IATF) Memorandum 2023-01 dated August 22, 2023, the Bayambang Water District (BayWaD) issued guidelines on the ranking delivery units and individuals as Basis for granting the PBB for FY 2023.

The overarching goal of the PBB is strengthen the effectiveness of the incentives system to help agencies achieve objectives and expected outcomes of the government. Based on the LWUA-DBM joint circular as aforementioned for the FY 2023 cycle, the PBB criteria and conditions were distinguished in order to:

The FY 2023 PBB shall measure and evaluate performance of the Local Water District's (LWDs) with emphasis on the public's satisfaction on the realization of the agencies' performance targets, quality of service delivery, utilization of resources, and reinforced agency stewardship. In relation to the targets in previous PBB cycles, the FY 2023 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability, to wit;

1. Performance Results
2. Process Results
3. Financial Results and,
4. Client/Citizen Satisfaction Survey

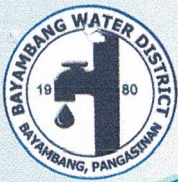
### **II. Coverage**

The FY 2023 PBB shall cover the personnel of BayWaD holding regular, contractual, and casual positions having and employer-employee relationship.

### **III. Eligibility Criteria for BAYWAD officials and employees**

- A. For FY 2023 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
1. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of the memorandum with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.
  2. The unit/s most responsible (including its head) for the non- compliance with the Agency Accountabilities provided in Section 5.0 of the said Memo will also be isolated from the grant of the FY 2023 PBB.



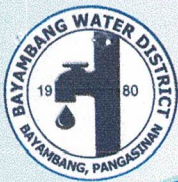


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- B. Eligible DUs shall be granted FY 2023 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- C. To be eligible for FY 2023 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- D. The Head of BayWaD is eligible only if the agency is eligible. If eligible, his PBB rate for FY 2023 shall be equivalent to the rates as stated in Section 7.0 and shall be based on her monthly basic salary (MBS) as of December 31, 2023.
- E. The Board of Directors of BayWaD may be eligible to the PBB subject to the following conditions;
- The BayWaD has qualified for the grant of the FY 2023 PBB;
  - The Board has 90% attendance to duly called board meetings as certified by the Board;
  - The Board Member has eleven (11) months aggregated service in the position, and
  - The BayWaD has submitted the appropriate annual Board-approved Corporate Budget to LWUA.
- F. 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.
- G. 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.
- H. 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 the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.12.
- I. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- J. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis. The PBB of employees shall be pro-rated 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%

- K. 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-rata basis:
- Being a newly hired employee;
  - Retirement;
  - Resignation;
  - Rehabilitation Leave;
  - Maternity Leave and/or Paternity Leave;
  - Vacation or Sick Leave with or without pay;
  - Scholarship/Study Leave;
  - Sabbatical Leave.

#### IV. EXCLUSION FROM THE GRANT OF THE PBB FOR FY 2023

- 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.
- Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2022 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.
- Officials and employees who failed to submit the 2022 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 of the review and compliance procedure of SALN, shall not be entitled to the FY 2023 PBB.
- Officials and employees who failed to liquidate all cash advances received in FY 2022 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 2023 PBB.





**V. RATES OF THE PBB**

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB the BayWaD shall be eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2023. For illustration, see table below.

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	<b>65%</b> 100% of the 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

**VI. Funding Source**

The PBB shall be sourced from the BayWaD Corporate Budget.

Approved:

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General Manager