



BUSTOS WATER DISTRICT

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ISO 9001:2015

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GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

1. The Bustos Water District must have satisfied 100% of the good governance conditions for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF).
2. The six (6) Delivery Units shall be forced ranked according to the following categories:

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

This will be based on the average rating of each Delivery Units. Delivery Units referred to are the following divisions: Administrative, Finance, Accounting & Budget, Commercial, Construction & Design and Water Resources. There shall no longer be a ranking of individuals within the delivery unit.

3. As per IATF Memorandum Circular No. 2019-1, the PBB rates for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

PERFORMANCE CATEGORY OF DELIVERY UNIT	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50


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). Head of agency shall not be included in ranking and reporting of delivery units.
5. An official or employee 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 the PBB.
6. An officer 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:

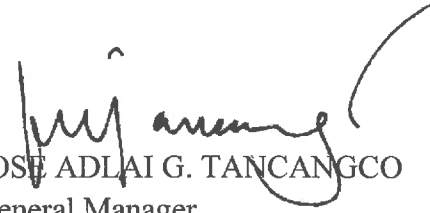
Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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

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 cases by final and executory judgement in FY 2019 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 submit the 2018 SALN; 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 2019 PBB.
10. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period shall not be entitled to the FY 2019 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2019 PBB.
12. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Agency fails to comply with any of these requirements.


MARICEL A. SANCHEZ
Division Manager - Administrative


JOSE ADLAI G. TANCANGCO
General Manager

Note:

- These guidelines were cascaded to all employees through a memorandum dated September 17, 2019 issued by the General Manager and duly received by all employees.
- Employees may coordinate with the following regarding cascading of System of Ranking Delivery Units of Bustos Water District: Maricel A. Sanchez – 0932273-2160/(044) 761-1665