


## BALIWAG WATER DISTRICT

Baliwag, Bulacan

**HRD MEMORANDUM CIRCULAR NO.**

**2020-062**

**TO :** ALL PERMANENT AND CASUAL EMPLOYEES

**FROM :**   
**LORENZA H. FERNANDO**  
Division Manager – A/OIC – Human Resource Department

**SUBJECT :** **GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2020**

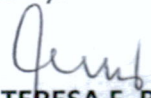
**DATE :** **AUGUST 03, 2020**

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Pursuant to Inter-Agency Task Force Memorandum Circular No. 2020-1, Baliwag Water District hereby adopts and presents the Guidelines/Mechanics in Ranking Offices/Delivery Units and Eligibility of Individuals for the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020. Please see attached Guidelines/Mechanics for your reference. Should there be any question, kindly contact the Human Resource Department at telephone no. (044) 766 – 2618 loc. 241/213.

For your information.

Noted by:

  
**MA. TERESA F. RAMOS**  
AGM – Admin. & Fin. Group

  
**ARTEMIO F. BAYLOSIS**  
General Manager



# Baliwag Water District

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## GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020

*(Based on Inter-Agency Task Force Memorandum Circular No. 2020-1)*

1. Baliwag Water District must satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for the FY 2020;
2. The Delivery Units must achieve their performance targets to qualify for the grant of the PBB. The Major Final Outputs (MFOs) and Performance Indicators (PIS) identified by Local Water Utilities Administration (using Form A) shall be used as basis in assessing the LWD performance and determining the eligibility for the PBB;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as good, better and best unit:
  - Corporate Planning Department
  - Human Resource Department
  - General Services Department
  - Commercial Services Department
  - Financial Management Department
  - Technical Services Group (*Production Department and Engineering Department*)
  - Operations Group (*Sewerage and Sanitation Department and Pipelines and Appurtenances Maintenance Department*)

*\*There shall no longer be a ranking of individuals within the delivery unit\**

4. Per IATF Memorandum Circular No. 2020-1, PBB rates of Individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2020, as follows, but not lower than 5,000.00:

PERFORMANCE CATEGORY OF DELIVERY UNIT	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%



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5. Employees belonging to the First and Second Level shall have a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units;
6. 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 the PBB shall come from the mother agency;
7. 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.
8. 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 6.8;
9. An official or employee holding a regular plantilla positions and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory rating shall be eligible to the full grant of PBB;
10. 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 Rate
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:*



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- 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
11. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible for the grant of the PBB;
  12. Personnel found guilty of administrative and/or criminal cases in FY 2020 by formal and executory judgement shall not be entitled to the PBB. If the penalty is meted out is only a reprimand, such penalty not cause the disqualified to the PBB;
  13. Officials and employees who failed to submit the 2020 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 2020 PBB;
  14. Officials and employees who failed to liquidate within the reglementary period Cash Advance received FY 2020 as required by COA shall not be entitled to the FY 2020 PBB;
  15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2020 PBB;
  16. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2020 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals;
  17. 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 entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.



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