



Baliwag Water District

BWD Bldg., Col. Tomacruz St., Poblacion, Baliwag, Bulacan 3006
Tel. Nos. : (044) 766-2618 / (044) 798-0370 / (044) 798-0372
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GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018

(Based on Inter-Agency Task Force Memorandum Circular No. 2018-1)

1. 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;
2. Baliwag Water District must satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for the FY 2018;
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:
 - Office of the General Manager
 - Corporate Planning Department
 - Administration and Finance Group
 - Accounting Department
 - Financial Management Department
 - General Services Department
 - Human Resource Department
 - Operations Group
 - Commercial Services Department
 - Production Department
 - Sewerage and Sanitation Department
 - Technical Services Group
 - Engineering Department
 - Pipelines and Appurtenances Maintenance Department

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



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- Per IATF Memorandum Circular No. 2018-1, 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, 2018, 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%

- Employees belonging to the First and Second Levels 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.
- An official or employee holding regular plantilla positions and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible to the full grant of the PBB;
- 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%



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- *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

- 8. 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.

- 9. Personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty not cause the disqualified to the PBB.

- 10. Officials and employees who failed to submit the 2017 SALN shall not be entitled to the FY 2018 PBB.

- 11. Official and employees who failed to liquidate within the reglementary period Cash Advance received FY 2018 as required by COA shall not be entitled to the FY 2018 PBB.

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

- 13. 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



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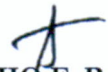
Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.

14. 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.

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