



Baliwag Water District

BWD Bldg., Col. Tomacruz St., Poblacion, Baliwag, Bulacan, Philippines 3006
Tel. Nos. : (044) 766-2618 / (044) 798-0370 / (044) 798-0372
Fax No. : (044) 766-3737
Email: balwadis@yahoo.com/
www.baliwagwd.com

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

(Based on Inter-Agency Task Force Memorandum Circular No. 2019-1)

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 2019;
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:
 - Office of the General Manager
 - Corporate Planning Department
 - Administration Group
 - General Services Department
 - Human Resource Department
 - Finance Group
 - Accounting Department
 - Financial Management Department
 - Commercial Services Department
 - Operations Group
 - Pipelines and Appurtenances Maintenance Department
 - Sewerage and Sanitation Department



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- Technical Services Group
 - Engineering Department
 - Production Department

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

4. Per IATF Memorandum Circular No. 2019-1, 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, 2019, 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%

5. 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.
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



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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 regular plantilla positions and casual personnel having an employer-employee relationship 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;
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:*
 - 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.



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12. Personnel found guilty of administrative and/or criminal cases in FY 2019 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.
13. Officials and employees who failed to submit the 2019 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 2019 PBB.
14. Officials and employees who failed to liquidate within the reglementary period Cash Advance received FY 2019 as required by COA shall not be entitled to the FY 2019 PBB.
15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2019 PBB.
16. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2019 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 be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

Prepared by:

LORENZA H. FERNANDO
Division Manager A – Human Resource

Approved by:

ARTEMIO F. BAYLOSIS
General Manager



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