



OFFICE OF THE GENERAL MANAGER

OFFICE MEMORANDUM

To: **ALL TanWD Employees**

Ref. File No.:
2020-09-78

From: **General Manager C**

Date: **September 11, 2020**

Re: **Guidelines in Ranking in Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2020 in Tanay Water District**

Please be informed that the Policy of Guidelines in Ranking in Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2020 in Tanay Water District has been approved and adopted as per BOD-BR-2020-128 dated September 9, 2020, to wit:

1. BACKGROUND

Memorandum Circular No. 2020-1 dated June 2, 2020 issued through AO 25 by Inter Agency Task Force provides for the guidelines in ranking delivery units and individuals eligible for the grant of Performance Based Bonus (PBB) for year 2020.

2. ELIGIBILITY OF INDIVIDUALS

2.1 The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking. The PBB Rate for FY 2020 of the General Manager shall be equivalent to 65% his monthly basic salary as of December 31, 2020.

2.2 Officials and employees who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least Satisfactory.

2.3 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.

2.4 Personnel who transferred from one government agency to another shall be rated and ranked by the agency he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

2.5 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.

2.6 An official 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 reason 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

2.7 Excluded from the Grant of PBB

2.7.1 An employee who is on vacation leave or sick leave with or without pay for the entire year

2.7.2 Individuals and groups of people hired without employer-employee relationship and/or whose services are engaged through job order, contract of service, or others similarly situated

2.7.3 Personnel found guilty of administrative and/or criminal cases in FY 2020 by formal and executory judgement. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

2.7.4 Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015.

2.7.5 Officials and employees who failed to liquidate all cash advances received in FY 2019 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.

2.7.6 Officials and employees who failed to submit their complete SPMS Forms.

3. RANKING OF DELIVERY UNITS

3.1 Delivery units eligible for the PBB shall be forced ranked according to the following category:

RANKING	PERFORMANCE CATEGORY
TOP 10%	BEST Delivery Unit
NEXT 25%	BETTER Delivery Unit
NEXT 65%	GOOD Delivery Unit
EXCLUDED (0%)	POOR Delivery Unit

3.2 The overall rating of a delivery unit is a result of teamwork effort; therefore the average of all individual performance (IP) shall not go higher than the collective performance rating of the delivery unit.

3.3 The delivery units of TanWD are the following:

- Office of the General Manager (should any plantilla position personnel is assigned therein)
- Administrative Division

- Finance Division
- Commercial Division
- Engineering Division
- Production Division

Organic personnel of the Office of the BOD shall be included in the Administrative Division.

Organic personnel/official of the Technical Department shall be included in the Production Division.

Individual employee under the delivery units refers to the actual assignment and not according to plantilla allocation list.

3.4 The average scores of total personnel in the delivery unit is ranked to determine the best, better, and good delivery unit/s:

- 1 - Best Delivery Unit
- 2 - Better Delivery Unit
- 3 - Good Delivery Units

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

3.6 A "toss coin" shall break a tie in ranking delivery units to be conducted in the presence of the General Manager of the heads of the tied delivery units.

4. RATES OF THE FY 2020 PBB

The PBB rates of individual employees shall depend on the performance ranking of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2020 as follows, but not lower than P5,000:

PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

5. EFFECTIVITY

This Guideline shall be posted in the TanWD website and shall take effective October 1, 2020.

Previous memoranda found to be inconsistent with this designation is hereby repealed and superseded.

Please be guided accordingly.

For your strict compliance.


MR. EMMANUEL C. CATOÑOS