

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

Department/Agency: CAUAYAN CITY WATER DISTRICT

The Cauayan City Water District (CCWD) shall adopt the following guidelines/mechanisms in Ranking Delivery Units and Employees pursuant to Joint Memorandum Circular No. 2020-1 dated September 3, 2020 by the Local Water Utilities Administration and Department of Budget and Management.

- Cauayan City Water District's delivery units that 100% satisfy the criteria and conditions in FY 2020 Good Governance Conditions (GGCs) on the existing performance drivers of the RBPMS and the priorities of the Duterte Administration for heightened transparency, strengthened accountability and more inclusive and people-centered public services;
- Comply to FY 2019 Performance Targets
 - a. Streamlining and Process Improvement of the Agency's Critical Services;
 - b. Citizen/Client Satisfaction;
 - c. Support to Operation (STO) Target;
 - d. General Administration and Support Services (GASS) Target; and
 - e. Other cross-cutting requirements
- CCWD shall use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level employees of Cauayan City Water District;
- The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019. The General Manager shall not be included in the Form 1.0-Report on Agency Rating and Ranking.
- The PBB for the Board of Directors shall be based on the provisions set by Executive Order No. 65, series 2012 subject to the following conditions:
 - The agency has qualified for the grant of the FY 2020 PBB;
 - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - The Board Member has eleven (11) months aggregated service in the position;
 - The agency has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and
 - Submission of Board Member's FY 2020 accomplishments (policies or resolutions made that will help address the operations as well as the guidelines of the agency).

- Employees belonging to the First, Second, and Third Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved SPMS;
- Officials and employees who rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

LENGTH OF SERVICES	% 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:

- Being newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave
- An employee who is on vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB;
- 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;

- 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 2020 PBB;
- Officials and employees who failed to liquidate all cash advances received in FY 2020 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, shall not be entitled to the FY 2020 PBB;
- Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2020 PBB;
- The General Manager shall ensure that officials and employees covered by RA 6713 submitted their 2019 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.
- Officials and employees responsible for the implementation of the prior years' audit recommendation, 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
- Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	DELIVERY UNITS
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- A delivery unit is the primary subdivision of the CCWD performing substantive line, functions, technical services or administrative support, as reflected in the CCWD's organizational chart;
- Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0;
- CCWD shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1.0 to recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2020 PBB;
- Officials and employees who received a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB;
- The resulting ranking of offices/delivery units shall be indicated in Form 1.0

- CCWD shall cascade the guidelines/mechanics to CCWD employees the system of agency ranking delivery units for the grant of PBB 2020 to heighten transparency among delivery units and employees; and
- The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020 based on the table below:

RANKING	DELIVERY UNITS
Best Delivery Unit (10%)	0.65
Better Delivery Unit 25%	0.575
Good Delivery Unit 65%	0.50



MANOLITO B. SUPNET

Officer-In-Charge

Administrative & Human Resource Department

Date: September 25, 2020



ENGR. ARTEMIO A. QUINTERO

General Manager B

Cauayan City Water District

Date: September 25, 2020