

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2021 PERFORMANCE-BASED BONUS (PBB)**

Department/Agency: CAUAYAN CITY WATER DISTRICT

The FY 2021 shall measure and evaluate the performance of agencies with emphasis on the public’s satisfaction on the realization of the agencies’ performance targets, quality of service delivery, efficiency in the use of resources, and strengthen agency stewardship.

Pursuant to Memorandum Circular No. 2021-1 dated June 3, 2021 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Cauayan City Water District (CCWD) shall adopt the following guidelines/mechanisms in Ranking Delivery Units and Employees.

I. SCORING SYSTEM

The agency accomplishments for the (1) Performance Results; (2) Process Result; (3) Financial Results; and (4) Citizen/Client Satisfaction Results shall be rated using a scale of 1 to 5 (where 5 is the highest).

| TABLE 1: FY 2021 PBB SCORING SYSTEM | | | | | | |
|--|---------------|-----------------------------|----------|----------|----------|----------|
| CRITERIA AND CONDITIONS | WEIGHT | PERFORMANCE RATING | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Performance Results | 5 | 5 pts | 10 pts | 15 pts | 20 pts | 25 pts |
| Process Results | 5 | 5 pts | 10 pts | 15 pts | 20 pts | 25 pts |
| Financial Results | 5 | 5 pts | 10 pts | 15 pts | 20 pts | 25 pts |
| Citizen/Client Satisfaction Results | 5 | 5 pts | 10 pts | 15 pts | 20 pts | 25 pts |
| TOTAL SCORE | | MAXIMUM = 100 POINTS | | | | |

To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points; the agency should aim for a performance rating of 4 in at least three (3) criteria. In such case while the agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

II. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

1. For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for the non-compliance including its head shall be isolated.
2. Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees.
3. The total score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) as of December 31, 2021. Head of the agency is eligible only if their agency is eligible. The PBB rate for FY 2021 shall be equivalent to the rates the agency achieved. The corresponding rates of the PBB shall be based on the agency's achieved total scores as shown below:

| TABLE 2: RATES OF THE PBB | |
|----------------------------------|--|
| TOTAL SCORE | PBB RATES |
| 100 points | 65% (100% of the 65% monthly basic salary) |
| 95 points | 61.75% (95% of the 65% monthly basic salary) |
| 90 points | 58.5% (90% of the 65% monthly basic salary) |
| 85 points | 55.25% (85% of the 65% monthly basic salary) |
| 80 points | 52% (80% of the 65% monthly basic salary) |
| 75 points | 48.75% (75% of the 65% monthly basic salary) |
| 70 points | 45.5% (70% of the 65% monthly basic salary) |

4. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance management System (SPMS).
5. Personnel who transferred from government agency to another agency shall be included 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.

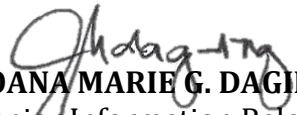
6. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
7. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB
8. 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:

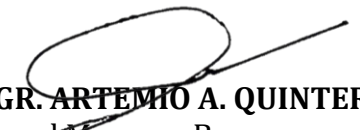
| LENGTH OF SERVICES | % OF PBB |
|---------------------------------|-----------------|
| 8 months but less than 9 months | 90% |
| 7 months but less than 8 months | 80% |
| 6 months but less than 7 months | 70% |
| 5 months but less than 6 months | 60% |
| 4 months but less than 5 months | 50% |
| 3 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
9. 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;

10. 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;
11. 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 2021 PBB;
12. Officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB;


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Date: September 30, 2021


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