

**CARMONA WATER DISTRICT**

(LWUA CCC No. 561)

Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705

Email Add: [carmonawd@yahoo.com](mailto:carmonawd@yahoo.com)**OFFICE ORDER****No. 36-2016**

Date : October 24, 2016

To : **All Divisions**

From : The General Manager

Subject : **System of Ranking Delivery Units and Individuals  
For the Grant of Performance-Based Bonus FY 2016**

Carmona Water District (CWD) shall adopt the following guidelines/mechanism in ranking delivery units and individuals with reference to DBM MC 2016-1, dated 12 May 2016.

- The use of Strategic Performance Management System (SPMS), which was approved by CSC Region 4 Office in November 29, 2012 shall be the basis for the individual ranking of officers and employees.
- Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC - approved SPMS.
- CWD and its corresponding delivery units / divisions that meet the criteria and conditions set in the above circular are eligible to the PBB for FY 2016
- Delivery units / divisions eligible to PBB shall be forced rank according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit/Department
Next 25%	Better Delivery Unit/Department
Next 65%	Good Delivery Unit/Department

- There shall no longer be a ranking of individuals within a delivery unit.
- Only the personnel belonging to eligible delivery units / divisions are qualified for the PBB.
- The Management shall discuss and agree with the Board of Directors and the rank and file the ranking of delivery units / divisions and individuals.
- CWD shall ensure that the scheme is fair and transparent.
- Calibration of the application of performance standards to the value of performance ratings shall be done consistently within the office or division.

102916

**ALVIE R. DE LAS ALAS**  
HR and Admin Division Manager

Noted by:

**ENGR. ANILINE B. FRANCIA**  
General Manager C

Received:  
  
10/24/16

Given 10/24/16

For 10/24/16  
  
10/24/16



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## SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUALS

### 1.0 BACKGROUND

1.1 Executive Order No. 80 issued by the President on July 20, 2012 directed the adoption of the Performance-Based Incentive System (BPIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

1.2 The PBIS consists of the P 5,000 across-the-board bonus in the form of the existing Productivity Enhancement Incentive (PEI) and top-up bonus known as Performance-Based Bonus (PBB) which shall given to government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.

1.3 DBM-LWUA Memorandum Circular No. 2016-1 dated May 12, 2016 sets the guidelines in the implementation of the PBB for All Local Water District officers and employees and specifies the criteria for the release of 2016 Performance Based Bonus.

### 2.0 COVERAGE

2.1 All officers and employees of the **CARMONA WATER DISTRICT** who occupy regular, casual or contractual positions shall be entitled to PBB, provided they have rendered at least nine (9) months service on the year of the grant of PBB.

2.2 Excluded from the grant of the PBB:

2.21 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contracts of services, or others similarly situated; and

2.22 Personnel found guilty of administrative and/or criminal cases related to their work.

### 3.0 ELIGIBILITY AND RANKING OF DELIVERY UNITS

In PBB FY 2016, agencies should use the updated Form 1.0 for the report on ranking of offices/delivery units.



## Submission of Reports

- Submit two hard copies and e-copy of Forms A and A-1 Accomplishments, and other supporting documents through the AO 25 Secretariat. All forms and reports should be signed by agency head or officially designated OIC.
- COA financial reports including Report on Ageing of Cash Advances shall be directly to COA.
- DBM financial reports including BFARS shall be submitted directly to DBM.
- Directly submit to PhilGEPS e-copies of accomplished PhilGEPS Certificate of Compliance on/before December 1, 2016 signed by HOPE and BAC Chair thru pbb@philgeps.gov.ph.
- Submit FY 2016 accomplishments using Forms A, A- 1 and Form 1.0 on or before January 15, 2017.

### 3.1 Eligibility Criteria

To qualify for the PBB, **CARMONA WATER DISTRICT** comply with the following criteria:

- 3.1.1 Achieve at least 90% of each one of their performance targets under their respective Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
- 3.1.2 Satisfy 100% of the good governance conditions set by the AO 25 Interagency task Force (IATF) for 2014 as follows;
  - 3.1.2.1 Maintain the Agency Transparency Seal
  - 3.1.2.2 Compliance of PhilGEPS Posting
  - 3.1.2.3 Compliance of Section 6 of RA 9485 or the Anti- Red Tape (ARTA)
- 3.1.3 Payment of applicable taxes.

### 3.2 Ranking of Delivery Units

- 3.2.1 Delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for

FY 2016 and shall be forced ranked according to the following category

<b>RANKING</b>	<b>PERFORMANCE CATEGORY</b>
Top 10%	Best Delivery Unit/Department

Next 25%	Better Delivery Unit/Department
Next 65%	Good Delivery Unit/Department

### 3.3 Individual Performance Ratings

- 3.3.1 Officials and employees of eligible agencies, regular plantilla, contractual and casual Personnel having an employer-employee relationship.
- 3.3.2 Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.
- 3.3.3 Should receive a "Satisfactory" rating based on CSC-approved SPMS.
- 3.3.4 The performance rating to be reflected for all employees shall be the average of performance ratings for two semesters.
- 3.3.5 Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.
- 3.3.6 Personnel who transferred from Government to Government shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will included in the recipient agency.
- 3.3.7 Minimum of nine (9) months government service during FY 2016 will be eligible to the full PBB grant.
- 3.3.8 Minimum of three (3) but less than nine (9) months shall be pro- rated corresponding to the length of service rendered.
- 3.3.9 Individual performance by officers and employees shall be derived and reflected in the following tabulation, as measured by the SPMS approved by the Civil Service Commission which is in affect during the rating period.
- 3.3.10 In case of unresolved tie among individuals, the following criteria should be considered in particular order as follows:

a.) Total Number of Tardiness Incurred for the two rating periods

The individual with the least number of tardiness shall qualify for the group ranking while the other personnel shall qualify for the next lower group.

In case there is still is a tie, the next criteria will be considered.

b.) Total Number of vacation/sick leaves availed with or without pay within the two rating periods.

### 3.4 Not Entitled

3.4.1 Employee on vacation or sick leave, with or without pay, for entire year.

3.4.2 Personnel guilty of admin and/ or criminal cases and meted penalty in FY 2016. If the penalty is only a reprimand, such penalty shall not cause disqualification.

3.4.3 Officials and employees who failed to submit the 2015 SALN

3.4.4 Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period.


3.4.5 Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to repository agencies and liquidated FY 2016 Cash Advances. These will be a basis for the release of FY 2016 PBB to individuals.

### 4.0 RATES OF THE FY 2016 PBB


In PBB rates of individuals employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of Dec 31, 2016' as follows, but not lower than ₱ 5,000.00 :

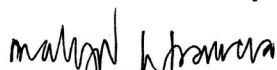
Performance of Eligible Agency	PBB as of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GAAS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.50%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

  
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