



**OFFICE MEMORANDUM NO. 16-2020**

**DATE:** September 2, 2020  
**TO:** All CWD officers and employees  
**RE:** System of Ranking Delivery Units and Individuals for the Grant of Performance Based Bonus FY 2020

Pursuant to Administrative Order No. 25, s. 2011, Memorandum Circular No. 2020-1 dated June 2, 2020 sets the guidelines on the grant of the Performance Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive No. 80, s. 2012 and Executive No. 201, s. 2016 for all local water district. This memo shall disseminate the System of Ranking Delivery Units and Individuals for the Grant of Performance Based Bonus FY 2020. (See attached file)

For more details or inquiries, please look for Mr. Joemar G. Cunanan and/or Mr. Carlo Jay C. Manansala at Admin/Finance Office, 2<sup>nd</sup> floor, CWD Office, Carmona, Cavite or call at (046) 430-0832 loc. 109/110.

For your guidance and compliance.

  
**CARLO JAY C. MANANSALA**

IRMO-B

Recommending Approval:


  
**JOEMAR G. CUNANAN**  
Division Manager, Admin & Finance


Approved by:

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

Conforme:

  
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REPUBLIC OF THE PHILIPPINES

**CARMONA WATER DISTRICT**

( LWUA CCC No. 561 )

ISO CERTIFICATE No. 80132/A/0001/UK/En

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## **SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS FY 2020**

### **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 Administrative Order No. 25 s. 2011 Memorandum Circular No. 2020-1 dated June 2, 2020 sets the guidelines on the grant of the Performance Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

### **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 FY 2020, provided they have rendered at least nine (9) months service with at least Satisfactory rating on the year of the grant of PBB.

2.2 Excluded from the grant of the PBB FY 2020:

221 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

222 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020.

### **3.0 ELIGIBILITY AND RANKING OF DELIVERY UNITS**

In PBB FY 2020, agencies should use the updated Form 1.0 for the report on ranking of offices/delivery units. In addition, the following reports / documents shall be complied:





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- Submission of FY 2020 accomplishments using Forms A, A-1 and Form 1.0 on or before January 31, 2021 to LWUA. CWD should submit duly completed and signed forms and reports to the AO25 IATF (two hard copies and e-copy of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat. All forms and reports should be signed by the agency head or the designated official;
- Report on Ageing of Cash Advance to COA with a cut-off date of November 15, 2020 on or before November 30, 2020;
- Submission Citizen/Client Satisfaction and Agency Best Practice FY 2020 on or before August 31, 2021 for Category A and B as per LWUA-DBM JMC No. 2019-1 dated 11/18/2019;
- Submission of Certificate of Compliance on Citizen's or Service Charter on or before December 04, 2020;
- Updating of PhilGEPS posting on all invitations to bids and awarded contracts on or before January 29, 2021;
- Posting of valid QMS Certification in the TS page on or before December 31, 2020;
- Submission of FY 2020 APP-non CSE to GPPB-TSO and posting in the TS on or before March 31, 2020;
- Posting of Indicative FY 2021 APP-non CSE in the TS page on or before September 20, 2020;
- Submission of FY 2021 APP-CSE to DBM-PS and posting in the TS page on or before December 15, 2020;
- Sustained Compliance with Audit Findings on or before December 31, 2020. Fully implement 30% of the prior years' audit recommendations except PPE-related items as shown in the Report on Status of Implementation of Prior Years' Recommendations;
- Posting in the TS page of Agency's Establishment and Conduct of Agency Review and Compliance of SALN and Agency's System of Rating and Ranking of Delivery Units on or before October 1, 2020;
- Submission of updated People's FOI Manual, FOI reports, Modified one-page FOI Manual and screenshot of agency's home page to PCOO and posting in the TS on or before January 29, 2021.



### 3.1 EligibilityCriteria

To qualify for the PBB FY 2020, **CARMONA WATER DISTRICT** must comply with the following criteria:

- 3.1.1 LWDs should achieve each one of the performance targets for the delivery of Major Final Outputs (MFOs), Support to Operations (STOs) and General Administration and Support Services (GASS) indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.
- 3.1.2 Satisfy 100% of the good governance conditions set by the AO25 Inter-agency Task Force (IATF) for 2020 as follows:
  - Maintain/Update the Agency Transparency Seal under Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA). Agencies found consistently compliant with the TS for the last five (5) years shall not be validated for 2020 PBB cycle, but shall be subject to random evaluation if compliance is continually being observed;
  - Update the posting of all invitations to Bids and awarded contracts in the PhilGEPS pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above PhP 1 million from January 1 to December 31, 2020 including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment items on or before January 29, 2021;
  - Set-up Most Current and Updated Citizen's or Service Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses and government agencies. Department/Agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) on or before December 04, 2020;
- 3.1.3 Use the CSC-Approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of agencies.

### 3.2 Ranking of DeliveryUnits

- 3.2.1 Delivery units that meet the criteria and conditions in Section 3.1 are eligible to the FY 2020 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:





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RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit/Department
Next 25%	Better Delivery Unit/Department
Next 65%	Good Delivery Unit/Department

### 3.3 Eligibility of Individuals

- 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 lumpsum 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 are 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 2020 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.

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%

- 3.3.9 Individual performance by officers and employees shall be derived and reflected in



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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 asfollows:

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 FY2020. If the penalty is only a reprimand, such penalty shall not cause disqualification.

3.4.3 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC MC No. 3, s. 2015.

3.4.4 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 Feb. 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009.

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

3.4.6 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements and Annual Audit Reports, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with the said reporting requirements.

3.4.7 The Head of Procuring Entity, Chairman and Secretariat of the Bids and Awards Committee, if the Agency fails to submit APP-non CSE, APP-CSE and APCPI FY 2020.

3.4.8 Officials and employees responsible for the non-compliance of prior years' audit recommendations.



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- 3.4.9 Officials and employees responsible for the QMS Certification if the Agency fails to comply with the said requirement.
- 3.4.10 Officials and employees responsible for posting and dissemination of this report (System of Ranking Performance of Delivery Units) if the Agency fails to comply.

#### **4.0 RATES OF THE PBB FY 2020**

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 December 31, 2020 as follows:

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 (Best)	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons (Better)	57.50%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons (Good)	50%

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