

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANTS OF FY 2019 PERFORMANCE-BASED BONUS (PBB)***

Department / Agency **BALANGA WATER DISTRICT**

**SYSTEM OF RANKING DELIVERY UNITS
OF BALANGA WATER DISTRICT (BLWD) FOR THE GRANT OF THE
PERFORMANCE-BASED BONUS (PBB) FOR THE FISCAL YEAR 2019**

1. All officers and employees of BLWD, who occupy permanent and casual position, shall be entitled to the PBB provided they meet the following requirements:
- ✓ Must have rendered at least nine (9) months of service for the year ending December 31, 2019 to 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 shall be eligible to the grant on a pro-rata basis 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%

- ✓ Should have received a rating of at least Satisfactory rating under the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS);
- ✓ Must have achieved at least 90% of his target for the year 2019;
- ✓ Must have no outstanding cash advance/s as of November 15, 2019;
- ✓ Must have complied with the submission of Sworn Statement of Assets, Liabilities and Net worth (SALN) per Republic Act No. 6713;
- ✓ Must not be on Vacation or Sick Leave, with or without pay, for an entire year.

2. Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

3. Delivery Unit with the highest percentage rate of accomplishment based on the Office Performance Commitment Review (OPCR) shall be declared the “Best Delivery Unit”, the second shall be declared “Better Delivery Unit” and the last one shall be declared “Good Delivery Unit”.
4. Employees with a rating of “Below Satisfactory” under the CSC-approved SPMS will not be entitled to the PBB. Also, employees in Poor Delivery Unit will not be eligible to receive any amount under the PBB for not meeting the minimum performance criteria.

5. PBB rates of individuals shall depend on the performance ranking of the Delivery Unit where belong, and shall be based on the individual's monthly basic salary as of December 31, 2019, but not lower that P5,000.00.

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

6. Excluded from the grant of PBB are those hired without employer-employee relationship and paid from the non-personal services budget as follows:

- ✓ Consultants and experts hired to perform specific activities or services with expected outputs;
- ✓ Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- ✓ Student laborers and apprentices;
- ✓ Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

7. Also excluded are personnel found guilty of administrative and/or criminal cases in FY 2019 by formal and executor judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.



LORETO Q. PALAD

Head of HR

Date: SEPTEMBER 27, 2019



ENGR. CHARLITO G. RODRIGUEZ

Department Agency Head

Date: SEPTEMBER 27, 2019

**Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on before October 1, 2019.*