

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB) FY 2020

Department/Agency: METROPOLITAN NAGA WATER DISTRICT

In view of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020-1 dated June 2, 2020 and with MNWDs effort to streamline and improve its critical services, client satisfaction, Quality Management System, GASS Targets and other cross-cutting requirement, the following **System of Ranking of Delivery Units for the Grant of Performance - Based Bonus for the year 2020** is hereby adopted:

A. Eligibility Criteria

MNWD must satisfy the following conditions to be eligible for the grant of PBB:

1. Good Governance Conditions: Satisfy 100% of the Good Governance Conditions for FY 2020 set by AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0 of MC No. 2020-1;
2. Performance Targets of Agencies: Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) Requirements for FY 2020; and
3. Performance Rating of Employees: Use of CSC-approved Strategic Performance Management Systems (SPMS) in rating the performance of the employees of each delivery units.

B. Ranking of Delivery Units

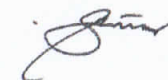
1. The MNWD delivery unit is primarily subdivided into different groups/department/divisions name as follows:
 - a. Office of the General Manager / Office of the Board of Directors / Management Services Division
 - b. Administration and Finance Group
 - i. Administrative Services Department
 1. General Services, Property & Materials Management Division
 2. Human Resource Division
 - ii. Finance Department
 1. Accounting Division
 2. Financial Management Division

- iii. Commercial Services Department
 - 1. Customer Services Division
 - 2. Customer Accounts Division
 - c. Operations and Technical Services Group
 - i. Engineering and Environment Department
 - 1. Planning, Design & Construction Division
 - 2. Environment & Water Resources Division
 - ii. Production Department
 - 1. Water Production & Electro-Mechanical Division/Water Quality Division
 - iii. Pipelines and Appurtenances Maintenance Department
 - 1. Water Distribution & Restoration Division
 - 2. Pipelines, Leakage Control & Non-Revenue Water Management Division
- 2. To determine the ranking of delivery units, the average final performance rating of all qualified employees under each groups/departments/divisions for the period January to June 2020 and July to December, 2020 will be computed. The responsibilities of each delivery units in the completion of each critical service or other key processes shall also be the basis for equitable performance ranking of delivery units
- 3. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
To 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

C. Eligibility of Individuals

- 1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
- 2. An official or employee who has rendered a minimum of (9) months of service during the fiscal year and with a least Satisfactory rating may be eligible to the full grant of PBB,



3. An 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:

1. Being a newly hired employee;
 2. Retirement;
 3. Resignation;
 4. Rehabilitation Leave;
 5. Maternity Leave and/or Paternity Leave;
 6. Vacation or Sick Leave with or without pay;
 7. Scholarship/Study Leave;
 8. Sabbatical Leave
4. Employees who are NOT Entitled to Received PBB
- a. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB;
 - b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.
 - c. Official and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015 .

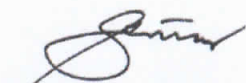
- d. Officials and employees who failed to liquidate within the reglementary period of CA received in FY 2020.
- e. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

D. Rates of FY 2020 PBB.

- 1. The Head of the Agency is qualified to receive the highest incentive of the PBB
- 2. The rate 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 on one's monthly basic salary as of December 31, 2020 based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

- 3. To consider the performance of individual employees, the final rating will be pro-rated based on employee's actual attendance for the whole year period of 2020.



SHERRY T. PEÑAS
Division Manager,
Human Resource Division



VIRGILIO B. LUANSING I
General Manager A

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City


CASCADING EFFORTS
For

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

Through the following:

1. Section/Division/Department Meetings
2. Posting in the MNWD Official Website
3. Posting in the Bulletin Boards

For queries, please contact Human Resource Division at (054) 473-7813 loc. 104 or
Office of the General Manager at loc. 114


VIRGILIO B. LUANSING I
General Manager

**EXCERPT FROM THE MINUTES OF THE BOARD OF DIRECTORS' SPECIAL COMMITTEE MEETING
HELD AT THE MNWD BOARD ROOM ON SEPTEMBER 25, 2020.**

We the undersigned, being the directors of this corporation consent and agree that the following corporate resolution was made

On September 25, 2020

at 2:00 P.M.

in Metropolitan Naga Water District Board Room.

We do hereby consent to the adoption of the following, as if it was adopted at a special committee meeting of the board of directors of this corporation. In accordance with the state law and the bylaws of this Corporation, by unanimous consent, the Board of Directors decided that:

RESOLUTION NO. 82

Series of 2020

**RESOLUTION FOR THE ADOPTION OF INTER-AGENCY TASK FORCE (IATF) ON THE
HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING,
INFORMATION AND REPORTING SYSTEMS' MEMORANDUM CIRCULAR NO. 2020-1
DATED JUNE 2, 2020 RE: GUIDELINES ON THE GRANT OF PERFORMANCE-BASED
BONUS (PBB) FOR FISCAL YEAR 2020 UNDER EXECUTIVE ORDER (EO) NO. 80, S.2012
AND EO NO. 201 S.2016**

WHEREAS, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, created pursuant to Administrative Order No. 25, s.2011, had issued Memorandum Circular No. 2020-1 or the guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020;

WHEREAS, the Management proposes the adoption of the said Memorandum Circular in order for the Office to determine its compliance to the requirements as well as personnel respective share in the PBB;

WHEREAS, said Circular provides for guidelines and requirements for qualification on PBB, as well as on ranking of delivery units to assure that activities that are linked towards the objective and measuring performance in government service delivery be achieved and to foster

the culture of accountability in public service and cooperation, in support of Republic Act No. 11032 or the Ease of Doing Business (EODB) and Efficient Government Delivery Service Act of 2018;

WHEREAS, the delivery units identified and determined for FY 2020 PBB shall be forced ranked to determine equivalent value of PBB based on the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in Rating and Ranking of Employees. Further, employees within each delivery unit, with at least satisfactory performance rating and qualified length of service, shall be forced ranked, subject to the estimated budget ceiling per agency for FY 2020 PBB using individual Performance Commitment and Review (IPCR), as indicated in the Eligibility of Individuals under Item No. 6.0. of the said Circular;

WHEREAS, the following guideline for ranking of delivery units and rates of PBB, as indicated in Items Nos. 7.0 and 8.0, respectively, of the IATF Circular shall be observed, to wit:

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

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

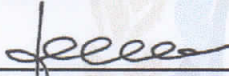
WHEREAS, Management has respectfully recommended to the Members of the Board of Directors for the adoption of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems' Memorandum Circular No. 2020-1 or the guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020, as well as the establishment and preparation of System Ranking of Delivery Units pursuant to the said Memorandum Circular;

WHEREFORE; upon motion of Dir. Agileo Michael R. Pauig and duly seconded by Dir. Gilbert N. Albero;

BE IT RESOLVED, AS IT IS HEREBY RESOLVED THAT THE METROPOLITAN NAGA WATER DISTRICT HEREBY: approves the adoption of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems' Memorandum Circular No. 2020-1 or the guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 and the establishment and preparation of System Ranking of Delivery Units pursuant to the said Memorandum Circular.

UNANIMOUSLY APPROVED.

The Officers of this Corporation were authorized to perform the act to carry out this corporate resolution.


Director's Signature

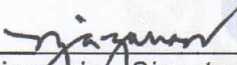
JORGE T. PALMA
Printed Name

09-25-2020
DATE


Director's Signature

MONINA LILY A. CLAVERIA
Printed Name

09-25-2020
DATE


Director's Signature

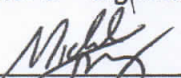
MARILISSA JIMENEZ-AMPUAN
Printed Name

09-25-2020
DATE


Director's Signature

GILBERT N. ALBERO
Printed Name

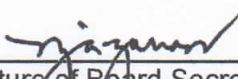
09-25-2020
DATE


Director's Signature

AGILEO MICHAEL R. PAUIG
Printed Name

09-25-2020
DATE

The Secretary of the Corporation certifies that the above is true and correct copy of the Resolution adopted on the above-dated meeting of the Board of Directors.


Signature of Board Secretary

09-25-2020
Date

MARILISSA JIMENEZ-AMPUAN
Printed name of Board Secretary