

**ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB) FY 2018**

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. 2018-1 dated May 28, 2018 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 2018** 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 2018 set by AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0 of MC No. 2018-1;
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 2018; 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 – 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 2018 and July to December, 2018 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:

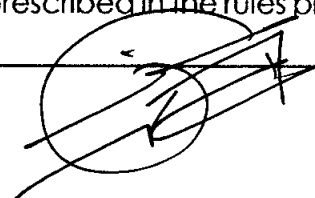
LENGTH OF SERVICES	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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 2018 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 2017 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 2018.
- e. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

D. Rates of FY 2018 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, 2018 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 2018.

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CASCADING EFFORTS
For

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Through the following:

1. Section/Division/Department Meetings
2. General Assembly
3. Posting in the MNWD Official Website
4. 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**


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