



Republic of the Philippines
BATO WATER DISTRICT

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September 27, 2017

OFFICE MEMORANDUM

To: All Employees

From: **ENGR. PAUL RAYMOND L. BONNEVIE**
General Manager D

Subject: Guidelines in Ranking of Bato Water District's Delivery Units and Individual Pursuant to Grant for FY 2017 Performance Based Bonus (PBB)

In compliance with the performance based incentive system provided under Executive Order No. 80 s. 2012, EO. No. 201, s. 2016, Inter Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems Memorandum Circular No. 2016-1 dated May 12, 2016 and 2016-2 dated October 12, 2016, the Bato Water District hereby adopted the following guidelines of Ranking Delivery Units and Individual Employee for the grant of Performance-Based Bonus for FY 2016.

COVERAGE

The Performance Based Bonus shall be granted to qualified permanent and casual employees of BWD.

ELIGIBILITY AND RANKING OF DELIVERY UNITS

1. The delivery units of BWD are as follow: (a). Administrative Section (b) Financial/Commercial Section and (c) Technical Section.
2. Ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review(IPCR) of employees for the rating period of January-June 2017 and July -December 2017. Delivery units shall be forced ranked according to the following:
- 3.

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

ELIGIBILITY OF INDIVIDUALS

1. The eligibility of agency head will depend on the eligibility and performance of their respective agency. Their PBB shall be based on the monthly basis salary as of December 31, 2017 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 GASS indicators	65%
Agency achieved all GGCs and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs and has deficiency in one of its physical target/s due to controllable reasons	50%

2. Officials and Employees who receive "Below Satisfactory" rating under the CSC-Approved SPMS shall not be eligible to the PBB.
3. Personnel found guilty of any administrative and/or criminal cases filed against and meted penalty in FY 2016 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.
4. Officials and employees who failed to submit the 2016 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2017 PBB.
5. Officials and employees who failed to liquidate Cash Advances received in FY 2017 within the reglementary period as required by the COA shall not be entitled to the PBB.
6. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB
7. Agency head should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their FY Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.

RATES OF THE FY 2016 PBB

The approved final ranking of BWD employees based on their IPCR shall be used in the forced ranking. The PBB rates of the individual employees shall depend on the performance ranking of the delivery units where they belong, based on the individuals monthly basic salary as of December 31, 2017

Performance Category	MULTIPLE OF BASIC SALARY
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

EFFECTIVITY

These guidelines shall take effect immediately.


ENGR. PAUL RAYMOND L. BONNEVIE
General Manager D