



ANGAT WATER DISTRICT

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GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019

1. Non-ex officio Board Members of AWD covered by the DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the AWD General Manager subject to the following conditions:
 - a. The AWD has qualified for the grant of the FY 2019 PBB;
 - b. The Board Member has 90% Attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregate service in the position; and
 - d. The AWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least Satisfactory based on AWD's CSC_ Approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.
3. AWD Personnel on detail to another government agency for 6 months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the AWD.
4. Personnel who transferred from one government agency to AWD shall be rated and ranked by the agency where he/she served the longest. If equal months were served, he will be included in AWD.
5. AWD official or employee must have rendered a minimum of 9 months of service during the fiscal year shall be granted full amount of PBB and those who rendered less than 9 months of actual service shall be pro-rated as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7months 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%

6. 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:
 - a. Being a newly hired employee
 - b. Retirement
 - c. Resignation
 - d. Rehabilitation Leave
 - e. Maternity Leave/ and or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave
7. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible for PBB.
8. Personnel found guilty of administrative and/or criminal case by final and executor judgement in FY 2019 shall not be entitled to the PBB. If Penalty meted out is only a reprimand, such penalty shall not cause the disqualifications to the PBB.
9. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
10. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

RANKING OF DELIVERY UNITS

1. AWD Delivery Units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2019 PBB. 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

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance raking of delivery units. The resulting ranking delivery units shall be indicated in the Annex 7: Form 1- Report of Ranking Delivery Units.

2. Only the personnel belonging to eligible delivery units are qualified for the PBB .
3. The Delivery Unit must have achieved at least 100% of each of their priority programs/projects
4. Delivery units that did not meet the 100% of their target in any one of the performance targets shall no longer be included in the forced ranking and shall not be eligible to receive PBB;

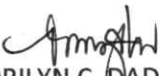
5. Delivery units shall be grouped as follows:
 - a. Administrative/General Services Section
 - b. Finance Section
 - c. Commercial Section
 - d. Production Section
 - e. Maintenance Section

6. The PBB Rates of Individual employees shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

7. The following Rating shall be used in rating Individual performance

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives And targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.


 DORILYN C. DADOR
 Division Manager C
 Designated Head of HR
 Date: 09/05/2019


 ARTURO S. TORRES
 General Manager
 Head of Agency
 Date:09/05/2019