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## **GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB FOR FISCAL YEAR 2019)**

In view of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2019-1 and the Executive Order No. 80, the following System of Ranking of Delivery Units for the Grant of Performance-Based Bonus for the year 2019 is hereby proposed for adoption.

### **Coverage:**

The Performance Based-Bonus shall be granted to qualified permanent and casual employees of Bayawan Water District (BAWAD).

1. The Delivery Units must achieve their performance targets to qualify for the grant of the PBB. The agency must achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.
2. BAWAD must satisfy 100% of the good governance conditions set forth by the AO 25 IATF for FY 2019;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities. Then, each group will be further categorized as Good, Better and Best unit:
  - Admin/Finance Group
  - Operations and Technical Services group
- ✚ *There shall no longer be a ranking of individuals within delivery unit.*
4. Per IATF MC 2019-1, PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2019:

<b>PERFORMANCE CATEGORY OF DELIVERY UNIT</b>	<b>PBB AS OF % OF MONTHLY BASIC PAY</b>
Best delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

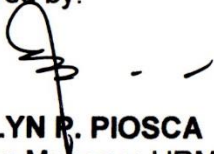
5. Employees belonging to the First and Second Levels shall have a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS. The Head of Agency shall not be included in ranking and reporting of delivery units.
6. An Official or employee holding regular plantilla positions and casual personnel having an employee-employer relationship that has rendered a minimum of nine (9) months of service in FY 2019 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
7. An officer or employee who rendered less than nine (9) months but minimum of three (3) months of service and with at least "Satisfactory" rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB rate</b>
8 months but less than 9 months	90%
7 months but less than 9 months	80%
6 months but less than 9 months	70%
5 months but less than 9 months	60%
4 months but less than 9 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:*
    - a. Being newly-hired
    - 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
8. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.

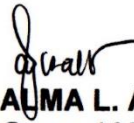
9. Personnel found guilty of administrative case and or criminal case in FY 2019 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
10. Officials and employees who failed to submit the 2018 SALN shall not be entitled to the FY 2019 PBB.
11. Officials and employees who failed to liquidate within the reglementary period the Cash Advance received FY 2019 as required by COA shall not be entitled to the FY 2019 PBB.
12. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to FY 2019 PBB.

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