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MURCIA WATER DISTRICT
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SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS

FY 2018

1.0 BACKGROUND

1.1 Executive Order No. 80 issued by the President on July 20, 2012 directing the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

1.2 The PBIS consists of the P5,000.00 across-the-board bonus in the form of the existing Productivity-Enhancement Incentive (PEI) and a top-up bonus known as Performance-Based Bonus (PBB) which shall be given to government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.

1.3 Memorandum Circular No. 2018-1 dated May 28, 2018 sets the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2018.

1.4 The ranking of delivery units and individual will use the approved Strategic Performance System as per guidelines for the release of 2018 Performance-Based Bonus.

1.0. COVERAGE

1.1 All officers and employees of **MURCIA WATER DISTRICT** who occupy regular, casual or contractual positions having an employer-employee relationships shall be entitled to PBB, provided they have rendered at least nine (9) months service in the year of the grant of PBB. Those with a minimum of three (3) months of service and with at least Satisfactory ratings shall be eligible for the grant of PBB on a pro-rata basis corresponding to the length of service rendered.

1.2 Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from the non-Personnel Services budgets, as follows:

2.2.1 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contract of service, or others similarly situated;

2.2.2 Personnel Found guilty of administrative and/or criminal cases related to their work; and

2.2.3 Other criteria listed in section 3.4 of this guidelines.

2.0 ELIGIBILITY AND RANKING OF DELIVERY UNITS

3.1 Eligibility Criteria

To qualify for the PBB, the MWD must comply with the following criteria:

3.1.1 Good Governance Condition: Satisfy 100% of Good Governance set by AO25 IATF for FY 2018 based on the existing performance drivers of the RBPMS and the thrusts of the Duterte Administration for transparency, accountability and people-focused public service:

3.1.1.1 Maintain and Update the Agency Transparency Seal

3.1.1.2 Compliance of PhilGEPS Posting

3.1.1.3 Compliance with the President's directive on improving the front line services consistent with the objectives of the Anti-Red Tape Act of ARTA (RA No. 9485) and the President's directive to cut down processing time of all applications for the release, and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s. 2016

3.1.1.4 Posting of the FY 2018 Annual Procurement Plan (APP) in the Transparency Seal and submission of the same to the Government Procurement Policy Board (GPRB);

3.1.1.5 Compliance of Submission and Review of SALN of officials and employees

3.1.2 Achieve 100% of each one of their performance targets for the delivery of MFOs, STO and GASS for the year;

3.1.3 Use the CSC-approved SPMS in rating the performance of the officials and employees of the LWDs;

3.1.4 Develop the agency's Freedom of Information (FOI) Manual pursuant to the requirements and provisions of EO No. 2 s. 2016

3.1.5 Payment of applicable taxes.

3.2.Ranking of Delivery Unit

If the Murcia Water District meets the criteria and conditions in Section 3.1 employees are eligible to the PBB for FY 2018 and shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
TOP 10%	BEST DELIVERY UNIT
NEXT 25%	BETTER DELIVERY UNIT
NEXT 65%	GOOD DELIVERY UNIT

3.2.1 The overall rating of a delivery unit is a result of teamwork effort; therefore the average of all individual performance (IP) shall not go higher than the collective performance rating of the delivery unit.

3.2.2 The Delivery units of the Murcia Water District are the following;

- A. Finance and Commercial/Administrative and General Services Division
- B. Engineering and Construction/Production and Water Quality Division

3.3 Eligibility of Individuals

3.2.1 The General Manager's PBB rate shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.

3.3.2 The Performance Based Incentive (PBI) of the MWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 and LWUA guidelines on the Grant of PBI for WD Board of Directors.

3.3.3 Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship.

3.3.4 Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.

3.3.5 Should receive a Satisfactory rating based on CSC-approved SPMS.

3.3.6 The performance ratings to be reflected for all employees shall be the average of performance ratings for two semesters.

3.3.7 An official or 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows;

LENGTH OF SERVICE	% OF PBB RATE
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:

- A. Being newly-hired
- B. Retirement
- C. Resignation
- D. Rehabilitation Leave
- E. Maternity leave and paternity leave
- F. Vacation or Sick leave with or without pay
- G. Scholarship or study leave
- H. Sabbatical leave

3.4 NOT ENTITLED

3.4.1 Employee on vacation or sick leave, with or without pay, for entire year.

3.4.2 Personnel guilty of admin and /or criminal cases and meted penalty in FY 2017. If the penalty is only a reprimand, such penalty shall not be cause disqualification

3.4.3 Officials and employees who failed to submit the 2017 SALN

3.4.4 Officials and employees who failed to liquidate Cash Advances received in FY 2018 within the reglementary period.

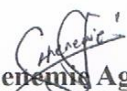
3.4.5 Officials and employees who failed to submit their complete SPMS forms

RANKING OF DELIVERY UNITS AND RATE OF FY 2018 PBB

The 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, 2018 as follows, but not lower than P5,000.00.

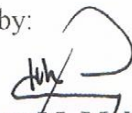
PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery unit	65%
Better Delivery unit	57.5%
Good Delivery unit	50%

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