



## **MURCIA WATER DISTRICT**

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### **SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS**

#### **1.0 BACKGROUND**

- 1.1 Executive Order No. 80 issued by the President on July 20, 2012 directed 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 P 5,000 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 DBM-LWUA Memorandum Circular No. 2014-02 dated August 29, 2014 as updated, sets the guidelines in the implementation of the PBB for All Local Water Districts Officers and employees and specifies the criteria and conditions for the grant of PBB 2014 and thereafter.
- 1.4 The ranking of delivery units and individual will use the approved Strategic Performance System as per guidelines for the release of 2016 Performance-Based Bonus.

#### **2.0 COVERAGE**

- 2.1 All officers and employees of MURCIA WATER DISTRICT who occupy regular, casual or contractual positions shall be entitled to PBB, provided they have rendered at least nine (9) months service in the year of the grant of PBB. As Category D water district, the MWD has considered its three (3) sections as individual delivery unit.
- 2.2 Excluded from the grant of PBB:
  - 2.2.1 Individuals and groups of people hired without employer-employee relationships and/or whose services are engaged through job orders, contract of services, 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.



### 3.0 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 Achieve at least 90% of each one of their performance targets for the delivery
- 3.1.2 Satisfy 100% of the good governance conditions set by the AO 25 interagency Task Force (IATF) for 2014 as follows:
  - 3.1.2.1 Maintain the Agency Transparency Seal
  - 3.1.2.2 Compliance of PhilGEPS Posting
  - 3.1.2.3 Compliance of Section 6 of RA 9485 or the Anti-Red Tape (ARTA)
  - 3.1.2.4 Compliance of Submission and Review of SALN of officials and employees
- 3.1.3 Payment of applicable taxes.

#### 3.2 Ranking

- 3.2.1 If the Murcia Water District meets the criteria and conditions in Section 3.1 employees are eligible to the PBB for FY 2016 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

- 3.2.2 MWD has three (3) sections considered as individual delivery unit. The average scores of total personnel in each section will be the basis of ranking each unit as best, better and good.
- 3.2.3 10% of the employees from the best unit shall be entitled to PBB equivalent to 65% of their salary as Dec. 31,2016.
- 3.2.4 Remaining employees from best unit not included in the 10% will form part of the better unit which shall compose the 25% which shall be entitled to PBB equivalent to 57.5% of their salary as Dec. 31,2016.
- 3.2.5 All remaining employees shall compose the 65% which shall be entitled to PBB equivalent to 50% of their salary as Dec. 31,2016.



### 3.3 Eligibility of Individuals

- 3.3.1 Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship
- 3.3.2 Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern
- 3.3.3 Should receive a Satisfactory rating based on CSC-approved SPMS
- 3.3.4 The performance ratings to be reflected for all employees shall be the average of performance ratings for two semesters.
- 3.3.5 Minimum of nine (9) months government service during FY 2016 will be eligible to the full PBB grant.
- 3.3.6 Minimum of three (3) but less than nine (9) months shall be pro-rated corresponding to the length of service rendered as per table below:

<u>Length of Service</u>	<u>% of PBB Rate</u>
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%

- 3.3.7 Individual performance by officers and employees shall be derived and reflected in the following tabulation, as measured by the SPMS approved by the Civil Service Commission which is in effect during the rating period:
- 3.3.8 In case unresolved tie among individuals, the following criteria should be considered in particular order as follows:
  - a. Total Number of Tardiness Incurred for the two rating periods  
The Individual with the least number of tardiness shall qualify for the group ranking while the other personnel shall qualify for the next lower group.  
In case there is still a tie, the next criteria will be considered.
  - b. Total Number of vacation/sick leaves availed with or without pay within the two rating periods.
  - c. In case other issues arises, the Head of the Agency shall be the one responsible to settle the matter.

### 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 2016. If the penalty is only a reprimand, such penalty shall not cause disqualification
- 3.4.3 Officials and employees who failed to submit the 2015 SALN



- 3.4.4 Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period.
- 3.4.5 Officials and employees who failed to submit their complete SPMS forms
- 3.4.6 Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to respective SALN repository agencies and liquidated FY 2016 Cash Advances. These will be a basis for the release of FY 2016 PBB to individuals.

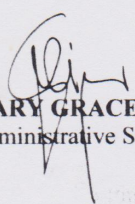
**Ranking of Delivery Units and Rates of FY 2016 PBB**

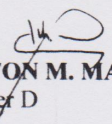
- PBB rates of individuals shall depend on the performance ranking of the bureau or delivery unit where they belong
- Based on the individual's monthly basic salary as of December 31, 2016
- Or Php5,000 if the PBB% of monthly basic salary is lower than Php5,000
- PBB Rate of Agency shall be based on the highest individual performance

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

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