



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

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SYSTEM OF RANKING OF DELIVERY UNITS
For the Grant of the Performance Based Bonus (PBB) FY 2019

*Pursuant to INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT
PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS (Administrative Order No. 25
s.2011) MEMORANDUM CIRCULAR NO. 2018 – 1 dated May 28, 2018*

COVERAGE: All Officers and employees a of the City of Koronadal Water District (CKWD) holding regular Plantilla positions; contractual and casual personnel having an employer-employee relationship with CKWD and whose compensation are charged against the lump sum appropriation under Personnel Services and those occupying positions in the DBM-approved contractual staffing pattern of the agency.

I. RANKING OF DELIVERY UNITS

1. The delivery units that meet the criteria and conditions in section 5.1 LWUA and DBM Joint Memorandum Circular No. 2017-014-17 dated July 31,207 are eligible to the PBB for FY 2019.
2. Delivery units eligible to the PBB 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. When identifying and determining delivery units, CKWD must be guided by the LWUA MC No. 015-2016. A delivery unit is the primary subdivision of the CKWD performing substantive line functions, technical services or administrative support, as reflected in the CKWD's Organizational Structure/Functional Chart.
4. The resulting ranking of offices/delivery units shall be indicated in Form 1.

II. **ELIGIBILITY OF INDIVIDUALS**

5. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action. Individual ranking shall no longer be included in the Form 1.0
6. Officials and employees who receive a “Below Satisfactory” rating under the CSC-Approved SPMS **shall not be eligible to the PBB.**
7. Officials and employees who did not file 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to FY 2019 PBB.
8. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels 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 8, 2009, **shall not be entitled to the FY 2019 PBB.**
9. Officials and employees who failed to submit their complete SPMS Forms **shall not be entitled to the FY 2019 PBB.**
10. Personnel who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
11. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory rating may be eligible to the full grant of the PBB.
12. 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB
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 to be considered for PBB on a pro-rate 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

13. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
14. Personnel found guilty of administrative and/or criminal cases 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 no cause the disqualification from the PBB.

III. RATES OF THE ENCHANCED PBB

15. The General Manager’s PBB rate for FY 2019 shall be equivalent to 65% of his/her monthly basic salary.
16. The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual’s delivery unit, with the rate of incentive as a multiple of the individual’s monthly basic salary based on the following categories.

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

17. Such other pertinent guidelines on the ranking of delivery units as issued by LWUA.

AMY P. AGUIRRE
Division Manager B
Admin & HR

Date: SEPT. 20, 2019

REY J. VARGAS
General Manager B

Date: 9/29/2019