



Republic of the Philippines  
**MACABEBE WATER DISTRICT**

Poblacion, Macabebe, Pampanga

**GUIDELINES IN THE RANKING OF MACABEBE WATER DISTRICT  
OFFICE/DELIVERY UNITS & INDIVIDUALS FOR THE GRANT OF THE  
PERFORMANCE BASED BONUS (PBB) FOR THE YEAR 2018**

1. The eligibility of all Macabebe Water District's officers and employees depends on the performance of its respective delivery units. Their PBB shall be based on the month individual basic salary as of December 31, 2018, as follows:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Basic Salary</b>
Agency achieves all GGCs and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs and has deficiency/ies in some its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs and has deficiency in one of its physical target/s due to controllable reasons	50%

2. All officers and employees of Macabebe Water District, who occupy regular and casual positions, shall be entitled to PBB and must meet the following requirements:
  - a. General Manager, as well as the employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
  - b. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2018
  - c. Should receive a rating of at least satisfactory under the CSC approved Strategic Performance Management System (SPMS);
  - d. Must have achieved at least 90% of his target for the year;
  - e. Must have no outstanding cash advance/s as of November 2018; and
  - f. Must have complied with the submission of SALN per R.A. 6713.
3. In determining the number of personnel to be ranked, the total number of filled Plantilla position shall be considered including those who are on leave of absence but reported back and has served for at least nine (9) months by the end of 2018 and those who rendered a minimum of three (3) months but less than nine (9) of service due to being a newly hired employee, retirement, resignation, rehabilitation leave, vacation or sick leave with or without pay and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro rata basis, table as follows:



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Length of Service	% of PBB
<i>8 months but less than 9 months</i>	90%
<i>7 months but less than 8 months</i>	80%
<i>6 months but less than 7 months</i>	70%
<i>5 months but less than 6 months</i>	60%
<i>4 months but less than 5 months</i>	50%
<i>3 months but less than 4 months</i>	40%

4. Excluded from the grant of PBB are as follows:

- a. Personnel found guilty of administrative and/or criminal cases filed against them related to their work and meted penalty in FY 2018; If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of PBB.
- b. Employees who are on vacation or sick leave with or without pay for the entire year;
- c. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No.3 s. 2015;
- d. Employees who failed to liquidate Cash Advances received in FY 2018 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;
- e. Employees who failed to submit their complete SPMS Forms; and
- f. Employees who responsible for the implementation of the prior years' audit recommendations, QMS certification or posting and dissemination of the department/agency system of ranking performance of delivery units if the agency fails to comply with any of these requirements.

**SYSTEM OF RANKING:**

1. The use of the CSC-approved Strategic Performance Management System (SPMS) of Macabebe Water District shall be basis for the ranking of the following:
  - a. Office Performance Commitment Review (OPCR) – for the rating and ranking of delivery units.
  - b. Individual Performance Commitment Review (IPCR) – for the rating and ranking of individuals.
2. Officials and employees of bureaus, offices or delivery units who qualified for the PBB shall be forced ranked as follows:



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<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
BEST DELIVERY UNIT	0.65
BETTER DELIVERY UNIT	0.575
GOOD DELIVERY UNIT	0.50

3. Employees with a rating of Below Satisfactory under the CSC-approved SPMS will not be entitled to PBB. Employees in Poor Delivery Unit will not be eligible to receive any amount under the PBB for not meeting the minimum performance criteria.
4. Performance-Based Incentive System (PBIS) related issues, concerns and complaints raised by employees shall be submitted in writing to the Complaints and Grievance Committee which shall review and make recommendation/s within 15 calendar days upon the receipt of the issue, concern or complaint. Recommendations made by the Complaints and Grievance Committee shall be submitted to the PMT for their action within 15 calendar days. The decision of the PMT shall be final and executor.

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