



Republic of the Philippines  
**MACABEBE WATER DISTRICT**

Poblacion, Macabebe, Pampanga

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

1. All officers and employees of Macabebe Water District, who occupy regular, coterminous 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 a minimum of nine (9) months of actual service for the year ending December 31, 2019;
  - 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/her target for the year;
  - e. Must have no outstanding cash advance/s as of November 2019; and
  - f. Must have complied with the submission of SALN per R.A. 6713.
2. 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 2019 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:

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

The following are the valid reasons for an employee who may not meet the nine month actual service requirements to be considered for PBB on a pro-rata 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. Scholar/Study Leave;
  - h. Sabbatical Leave.
3. Officials and employees shall be evaluated based on the rating obtained under CSC approved Individual Performance Commitment and Review Form (IPCRF);



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4. Officials and employees of delivery units who qualified for the PBB shall be forced ranked as follows:

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

5. Employees who are on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB;
6. If eligible, their PBB rates for FY 2019 shall be based on their monthly basic salary as of December 31, 2019
7. Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2019 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;
8. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated and ranked by the agency where she/he served the longest. If equal months were served for each agency/department, he/she will be included in the recipient agency/department;
9. Personnel who transferred from one government agency to another or transferred due to promotion, detailed and other personnel actions shall be rated and ranked by the agency where she/he served the longest. If equal months were served for each agency/department, he/she will be included in the recipient agency/department;
10. Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the agency/department system of ranking performance of delivery units, shall not entitled to the FY 2019 PBB if the MWD fails to comply with any of the PBB requirements;
11. 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 executory.

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