



SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL PERSONNEL PURSUANT TO THE GRANT OF PERFORMANCE BASED BONUS FOR FISCAL YEAR 2021, UNDER EXECUTIVE ORDER NO. 80, s. 2012 and EXECUTIVE ORDER NO. 201 s. 2016 PER DBM MEMORANDUM CIRCULAR 2021-1

I. Coverage

The Performance-Based Bonus shall be granted to all permanent employees of the Tandag City Water District (TCWD).

II. Eligibility of Individuals

1. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
2. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the 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%

3. 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 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; and/or
 - h. Sabbatical Leave.
4. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.
5. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
6. Officials and employees who failed to liquidate all cash advances received in FY 2021 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, shall not be entitled to the FY 2021 PBB.



Ranking of Individual and Delivery Units

The delivery units (DUs) shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

Based on Table 1 (of the guideline), to be eligible for the FY 2021 PBB, the TCWD must attain a total score of at least 70 points. To be able to attain at least 70 points, the TCWD should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.

Rates of the PBB

Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown below (Section 7.0 of the guideline):

Total Score	PBB Rates
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

Agency Head (General Manager)

The agency head or General Manager will be eligible only if the agency is eligible. If eligible, his PBB rate for FY 2021 shall be equivalent to the rates as stated in Section 7.0 (as shown above) and shall be based on his monthly basic salary (MBS) as of December 31, 2021.

Board of Directors

Non-ex officio Board Members may be eligible to the PBB with the equivalent rates following Section 7.0 and these conditions;

- The TCWD has qualified for the grant of the FY 2021 PBB;
- The Board Member has 90% attendance to the duly called board meetings and committee meetings as certified by the Board Secretary
- The Board Member has nine (9) months aggregate service in the position; and
- The TCWD has submitted the FY 2021 Corporate Operating Budget to DBM within the set deadline.



Strategic Performance Management System Rating


To be eligible for FY 2021 PBB, employees belonging to the First and Second Levels should receive a rating of at least “Very Satisfactory” based on the agency’s CSC-approved TCWD Strategic Performance Management System (SPMS).

Funding Source

The Funding to support the grant of PBB shall be charged against the TCWD corporate funds.


###


Prepared by the Performance Management Team:


GRETCHEN N. BAGHARI
Member



ADRIAN M. GELI
Member


FLOYD M. MENDEZ
Member


JERRY A. BERNADAS
Member


ROSEMARIE F. ANDRES
Member

Approved by:


EULOGIO D. MILLA, CE, ASEAN Eng
PMT Chairperson/General Manager