



SAMIBUL WATER DISTRICT

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GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)

In compliance with Memorandum Circular No. 2018 – 1 dated May 28, 2018 “Guidelines on the Grant of the Performance Based-Bonus for Fiscal Year 2018 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016”.

1. Employees belonging to the First and Second Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC approved Strategic Performance Management System (SPMS).
2. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency’s CSC approved SPMS and should receive a rating of at least “Satisfactory.”
3. An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
4. 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB Rate
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%

5. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible for PBB.
6. Personnel found guilty of administrative and/or criminal cases in FY 2018 by final and executory judgement 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.
7. Officials and employees who failed to submit the 2017 SALN shall not be entitled to the FY 2018 PBB.
8. Officials and employees who failed to liquidate within the reglementary period the Cash Advance received in FY 2018 as required by COA shall not be entitled to the FY 2018 PBB.
9. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2018 PBB.
10. The delivery unit must have achieved 100% of each of the approved performance targets for the delivery of Major Final outputs (MFOs) under the Performance Incentive Budget (PIB) of 2018 and the targets for Support to Operations (STO) and General Services (GASS) specified in Form A.

11. Delivery units shall be grouped as follows:


- a. Administrative & General Services Division,
- b. Finance Services Division,
- c. Commercial Services Division and
- d. Construction & Production Services Division

12. The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018 as follows, but not lower than P5,000.00 to wit:

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


MA. SOCORRO Y. INGAL
Acting Division Manager/
HRMO Designate

Date: August 20, 2018


BRIGIDA C. VIOLA
General Manager 

Date: August 20, 2018