



Republic of the Philippines
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September 17, 2019

Office Memorandum No. 38 s, 2019

To: All Employees

From: **CONSORCIA P. RAÑOSA**
General Manager

Subject: Guidelines in Ranking of Ligao City Water District's Delivery Units and Individual pursuant to the grant for FY 2019 Performance Based Bonus (PBB)

In compliance with the performance based incentive system provided under Executive Order No. 80 s. 2012, E.O. No. 201, s. 2016, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2019-1 dated September 3, 2019, the Ligao City Water District hereby adopted the following guidelines of Ranking of Delivery Units and Individual Employee for the grant of Performance-Based Bonus for FY 2019.

COVERAGE

The Performance Based Bonus shall be granted to qualified permanent and casual employees of LCWD.

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1. Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Head of Attached Agencies, President of SUCs, and non-ex officio Heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. They should not be included in the Form 1.0 – Report on Ranking of Delivery Units.
- 6.2. Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official of the GOCC concerned subject to the following conditions:
 - a. The GOCC has qualified for the grant of the FY 2019 PBB;
 - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine(9) months aggregate service in the position; and
 - d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.
- 6.3. 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.
- 6.4. 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 his/her performance. Payment of the PBB shall come from the mother agency.

- 6.5. Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
- 6.6. Official and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.8.
- 6.7. 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.
- 6.8. 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 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
 - h. Sabbatical Leave
- 6.9. 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.
 - 6.10. Personnel found guilty of any administrative and/or criminal cases by final and executory 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.
 - 6.11. Officials and employees who failed to submit the 2018 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 2019 PBB.
 - 6.12. Officials and employees who failed to liquidate all Cash Advances 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 18, 2009, shall not be entitled to the FY 2019 PBB.
 - 6.13. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
 - 6.14. Agency head should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
 - 6.15. Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification or posting and dissemination of the department/

agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

7.0 RANKING OF DELIVERY UNITS

7.1. Department/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2019 PBB. Bureaus, offices or 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

The declarations of responsible bureaus/offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of bureaus/offices/delivery units shall be indicated in the Annex 7: Form 1 – Report on Ranking of Delivery Units.

- 7.2. When identifying and determining delivery units, departments/agencies must be guided by the Master List of Department/Agencies and Prescribed Delivery Units per Department/Agency (See Annex 1).
- a. A delivery unit is the primary subdivision of the department/agency performing substantive line functions, technical services or administrative support, as reflected in the Department’s/Agency’s organizational structure/functional chart

The identification of a delivery unit will depend on the type of government entity, with due consideration to its mandate organizational level and scope of operations, as follows.

TYPE OF GOVERNMENT ENTITY	DELIVERY UNITS
Department or Department – Level	<ul style="list-style-type: none">• Offices• Bureaus• Services• Regional Offices, if any
Agency	Intermediate Level <ul style="list-style-type: none">• Offices• Bureaus• Services• Regional/Field Units, if any
	Division Level <ul style="list-style-type: none">• Divisions• Field Units, if any
State University or College	<ul style="list-style-type: none">• Offices• Services• Campuses• Colleges
GOCC	<ul style="list-style-type: none">• Offices• Departments

- a. For purposes of this Circular, agencies attached to a department or department level entity shall be treated as an agency separate from its parent department and shall have a separate ranking of delivery units. Elementary and Secondary Schools under DepEd and Hospitals, Medical Centers and Treatment Facilities under DOH shall also be treated as agencies separate from their parent department as well as other agencies indicated in Annex 1.
- b. To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities, and rank the units within each group or cluster provided that the resulting ranking distribution shall be in accordance with Section 7.1

- 7.2. Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in Section 7. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1 (see Annex 7).
- 7.3. To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2019 PBB, department/agencies shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1 (See Annex 7).
- 7.4. The GCG, the LWUA, the DILG, and the DepEd shall issue pertinent Guidelines on the ranking of delivery units for GOCCs covered by GCG, LWDs, LGUs, and DepEd Delivery Units respectively.
- 7.5. To heighten transparency among delivery units and employees, departments/agencies shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2019 PBB. Departments/Agencies shall prepare the System of Agency Ranking Delivery Units for FY 2019 PBB using the Form for the Guidelines/Mechanic in Ranking Delivery Units (See Annex 8). The duly completed and signed agency guidelines in ranking delivery units shall be posted on the agency TS webpage on or before October 1, 2019.

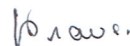
8.0 RATES OF THE PBB

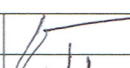


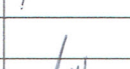
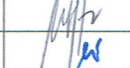
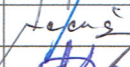



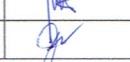






The rates of the PBB for each individual shall be used on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

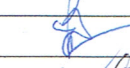
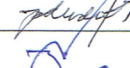
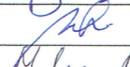

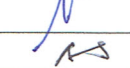
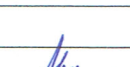
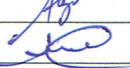
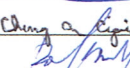
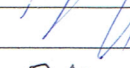






Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

EFFECTIVITY

These guidelines shall take effect immediately.


CONSORCIA P. RAÑOSA
 General Manager

1	Aguilar	Apolonio Jr	L	
2	Aldea	Aldrin	M	
3	Aquino	Rolly	R	
4	Arnesto	Armando	A	
5	Bagangan	Bryan	M	
6	Barcoma	Leo Leisle	B	
7	Blancaflor	Melinda	M	
8	Boni	Gabriel	I	
9	Casin	Nelson	C	
10	De Luna	Francisco	B	
11	Delgado	Jocelyn	A	
12	Lisor	Fernando	B	
13	Mateum	Jomar Ryan	T	
14	Murillo	Janis	C	
15	Odoño	Marenel	N.	
16	Orbillo	Josephine	M	

17	Osiana	Bella	A	
18	Poot	Edlordesda	P	
19	Porcalla	Yolanda	B	
20	Quinto	Ronaldo	O	
21	Rañosa	Marlon	Y	
22	Reyes	Eduardo	A	
23	Ros	John Michael	F	
24	Sandagon	Arnulfo	B	
25	Valencia	Jorge	T	
26	Alejo	Michael	F	
27	Cañal	Noel	R	
28	Cipriano	Cherry Ann	A	
29	Consulta	Roland	C	
30	Esperon	Emmanuel	E.	
31	Jaucian	Michaela	D.	
32	Sadia	Alan	B	