



Republic of the Philippines
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September 21, 2020

Office Memorandum No. 38 s, 2020

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 2020 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 and Local Water Utilities Administration (LWUA) and Department of Budget and Management (DBM) Joint Memorandum Circular No. 2020-1 dated September 3, 2020, 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 2020.

COVERAGE

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

7.0 ELIGIBILITY OF INDIVIDUALS

- 7.1 The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report of Agency Rating and Ranking.
- 7.2 The PBB for the LCWD Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:
 - a. The LCWD has qualified for the grant of the FY 2020 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 eleven (11) months aggregated service in the position;
 - d. The LCWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA; and
 - e. Submission of Board Member's FY 2020 accomplishments (policies or resolutions made, that will help address the operations as well as the guidelines of the LCWD.

- 7.3 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.
- 7.4 Personnel who transferred from one government agency to another 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.
- 7.5 Officials 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 7.7.
- 7.6 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Satisfactory rating may be eligible for the full grant of the PBB.
- 7.7 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follow;

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
- 7.8 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.
- 7.9 Personnel found guilty of any administrative and/or criminal cases by final and executory judgment in FY 2020 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.

- 7.10 Officials and employees who failed to submit the 2019 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 2020 PBB.
- 7.11 Officials and employees who failed to liquidate all Cash Advances received in FY 2020 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 2020 PBB.
- 7.12 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- 7.13 Agency head should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals.
- 7.14 Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification or posting and dissemination of the LCWDs system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the LCWD fails to comply with any of these requirements.

8.0 RANKING OF DELIVERY UNITS

- 8.1 LCWD and their corresponding delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2020 PBB. 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

- 8.2 When identifying and determining delivery units, LCWD must be guided by the LWUA MC No. 015-2016. A delivery unit is the primary subdivision of the LCWD performing substantive line functions, technical services, or administrative support, as reflected in the LCWD's organizational structure/functional chart.
- 8.3 Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training, and/or disciplinary action, individual ranking shall no longer be included in Form 1.0
- 8.4 To recognize the high performance of LWD employees in relation to the achievement of agency targets and requirements for the grant of the FY 2020 PBB, LCWD shall list the names of employees who belong to the best delivery unit/s using Form 1.0
- 8.5 Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

8.6 Official and employees who did no file SALN and failed to liquidate their cash advance in FY 2020 shall not be eligible to the PBB.

8.7 The resulting ranking of delivery units shall be indicated in Form 1.0

8.8 To heighten transparency among delivery units and employees, LCWD shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2020 PBB. LCWD shall prepare the System of Agency Ranking Delivery Units for FY 2020 PBB using the Form for the Guidelines/Mechanic in Ranking Delivery Units. The duly completed and signed agency guidelines in ranking delivery units shall be posted on the agency TS webpage on or before October 1, 2020.

9.0 RATES OF THE PBB

The rates of the PBB for each individual shall be used on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

EFFECTIVITY

These guidelines shall take effect immediately.

Consorcio
CONSORCIA P. RAÑOSA
 General Manager

1	Adra	Julius Jerick	A	
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	Lisor	Fernando	B	
11	Mateum	Jomar Ryan	T	
12	Murillo	Janis	C	
13	Odoño	Marenel	N	
14	Osiana	Bella	A	
15	Poot	Edlordesa	P	
16	Porcalla	Yolanda	B	
17	Quinto	Rolando	O	

18	Rañosa	Marlon	Y	
19	Reyes	Eduardo	A	
20	Ros	John Michael	F	
21	Sandagon	Arnulfo	B	
22	Valencia	Jorge	T	
23	Alejo	Michael	F	
24	Avila	Andy	L	
25	Cañal	Noel	R	
26	Cipriano	Cherry Ann	A	
27	Consulta	Roland	C	
28	Diauna	Albert	Q	
29	Esperon	Emmanuel	E	
30	Jaucian	Michaela	D	
31	Pidot	Jomar	C	
32	Sadia	Alan	B	
33	Tanguin	Albin	E	
34				