

December 16, 2022

Office Memorandum No. 52 s, 2022

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 2022 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 Management (DBM) Joint Memorandum Circular No. 2021 – 1 dated October 19, 2021, 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 2022

COVERAGE

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

6.0 ELIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2022 PBB, similar to FY 2021 PBB, the delivery units (DUs) of eligible LWDs shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

Based on table No. 01, to be eligible for the FY 2022 PBB, the LWD must attain a total score of at least **70 points** and achieve at least a rating of 4 for at least three (3) criteria. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of a 4 in at least three (3) criteria, 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 FY 2022 PBB.

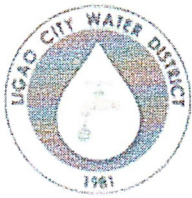
6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2022.

6.2 Eligible DUs shall be granted FY 2022 PBB at uniform rates across the LWD, including its official and employees. The corresponding rates of the PBB shall be based on the LWD's achieved total score, as shown in Section 7.0.

6.3 LWD General Managers are eligible only if the respective LWDs are eligible. If eligible, their PBB rate for FY 2022 shall be equivalent to the rates in Section 8.0 shall be based on their basic monthly salary (MBS) as of December 31, 2022.

6.4 LWD Board Members may be eligible to the PBB subject to the following Conditions:

- a. The LWD has qualified for the grant of the FY 2022 PBB;



Republic of the Philippines
LIGAO CITY WATER DISTRICT
Natera St., Dunao, Ligao City
Website: www.ligaocitywater.gov.ph
Email: ligaocitywaterdistrict@yahoo.com
Tel./Fax No.: (052) 202-1924

- b. The Board Member has 90% attendance to duty 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 LWD has submitted the appropriate annual Board-approved Corporate Operating Budget to LWUA; and
- e. Submission of Board Member's FY 2022 Accomplishments (policies or resolutions made that will help address the operations as well as the guidelines of the LWD).

6.5 To be eligible for FY 2022 PBB employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

6.6 Personal in detail another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

6.7 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served each agency, he/ she will be included in the recipient agency.

6.8 Officials and employees who transferred from government agencies that are non-participating in the implantation of the PBB shall be rated by the agency he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating Implementing agency, as stated in Section 6.11.

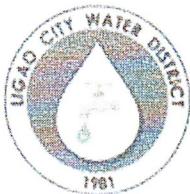
6.9 An Official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

6.10 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%

The following are the valid reasons for an employee who may not meet the nine-month actual requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;



Republic of the Philippines
LIGAO CITY WATER DISTRICT
Natera St., Dunao, Ligao City
Website: www.ligaocitywater.gov.ph
Email: ligaocitywaterdistrict@yahoo.com
Tel./Fax No.: (052) 202-1924

- 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.

6.11 An employee who is on vacation sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.

6.12 Personnel found guilty of administrative and/ or criminal cases by final and executory judgement in FY 2022 shall not be entitled to the PBB. However, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

6.13 Officials and employees who failed to submit the 2021 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 2022 PBB.

6.14 Officials and employees who failed to liquidate all cash advances received in FY 2022 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 2022 PBB.


7.0 Retes of the PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB an LWD is eligible for. The maximum vrate of the PBB for LWDs that will achieve 100 points shall 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2022. For illustration, see the table below:

RATES OF THE PBB	
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)

EFFECTIVITY

These guidelines shall take effect immediately.


CONSORCIA P. RAÑOSA
General Manager



Republic of the Philippines
LIGAO CITY WATER DISTRICT
Natera St., Dunao, Ligao City
Website: www.ligaocitywater.gov.ph
Email: ligaocitywaterdistrict@yahoo.com
Tel./Fax No.: (052) 202-1924

1. Adra, Julius Jerick A.		27. Peape, Aljay P.	
2. Aldea, Aldin M.		28. Pidot, Jomar C.	
3. Alejo, Michael F.		29. Pidot, Stephen B.	
4. Aquino, Rolly R.		30. Poot, Edlordesa P.	
5. Arnesto, Ariel P.		31. Porcalla, Yolanda B.	
6. Arnesto, Armando A.		32. Quinto, Rolando O.	
7. Avila, Andy L.		33. Rañosa, Consorcia P.	
8. Bagangan, Bryan M.		34. Rañosa, Marlon Y.	
9. Barcoma, Leo Leisle B.		35. Regilme, Paul F.	
10. Blancaflor, Melinda M.		36. Ros, John Michael F.	
11. Boni, Gabriel I.		37. Ros, Michael V.	
12. Boni, GioCarl Aljon C.		38. Sadia, Alan B.	
13. Cambusa, Rio Jay O.		39. Sandagon, Arnulfo B.	
14. Casin, Nelson C.		40. Tanguin, Albin E.	
15. Cañal, Noel R.		41. Tibor, Jerry P.	
16. Cipriano, Cherry Ann A.		42. Uy, Ulysses P.	
17. Consulta, Roland C.		43. Valencia, Jorge T.	
18. Diauna, Albert Q.		44. Abo, Antonio Jr. E.	
19. Esperon, Emmanuel E.		45. Castro, Jerwin P.	
20. Gomez, Nolan F.		46. Castro, Jomar L.	
21. Jaucian, Michaela D.		47. Diama, Joe Mari C.	
22. Mateum, Jomar Ryan T.		48. Gregorio, Paulo Magno G.	
23. Murillo, Janis C.		49. Plopino, Edwin P.	
24. Nullan, Santos B.		50. Secillano, Roy R.	
25. Odoño, Marenel N.		51. Zaragosa, Arman A.	
26. Orbase, Ma. Joselle R.			