



## **Guidelines/Mechanics in Ranking MARIWAD Offices/Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2020**

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### **1.0 BACKGROUND AND RATIONALE**

The Mariveles Water District a government owned and/or controlled corporation created pursuant to PD 198, as amended is covered by the Civil Service Commission's rules and regulations.

In line with this, the water district adopts measures to:

- 1.1 Heighten public accountability and transparency, promote greater collaboration among agencies, and ensure accessible and convenient delivery of services to the Filipino people.
- 1.2 To promote Good Governance practices, link budget with outcomes and outputs, strengthen performance management and monitoring in the government but also speed up the streamlining of agency front line services.
- 1.3 To continuously foster improvement of employees performance and efficiency which serve as basis for personnel actions, incentives and rewards and administrative sanctions.

### **2.0 OBJECTIVE**

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- 2.1 To ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures.

### **3.0 POLICY GUIDELINES**

- 3.1 To determine the ranking of offices within the water district and the individuals within the offices/delivery unit based on performance for the grant of PBB, the ranking shall be based on the approved Strategic Performance Management System (SPMS).

### **4.0 ELIGIBILITY CRITERIA**

- 4.1 MARIWAD should achieve each one of the physical targets, Support to Operations (STO) and General Administration and Support Services (GASS) indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM;
- 4.2 MARIWAD must have satisfied 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2020; and
- 4.3 Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees.

## **5.0 ELIGIBILITY OF INDIVIDUALS**

5.1 All Officials and Employees of Mariveles Water District (MARIWAD), holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship shall be entitled to PBB and must meet the following requirements:

5.1.a An 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;

5.1.b 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:

<b>Length of Service</b>	<b>% of PBB</b>
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%

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;

5.1.c Must have achieved at least 90% of his/her target for the year 2020;

5.1.d Must have no outstanding cash advance/s;

5.1.e Must have complied with the submission of Statement of Assets, Liabilities and Net Worth (SALN) per Republic Act No. 6713;

5.2 Excluded from the grant of PEI and PBB are those hired without employee-employer relationship and paid from non-personal services budgets as follows:

5.2.a Consultants and experts hired to perform specific activities or services with expected outputs;

5.2.b Laborers hired through job contracts (pakyaw) and those paid on piecework basis;

5.2.c Student laborers and apprentices;

- 5.2.d Individuals and groups of people whose services are engaged through job orders, contracts of service or others similarly situated;
- 5.2.e An employee who is on vacation or sick leave, with or without pay for the entire year;
- 5.2.f Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020;
- 5.2.g Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015);
- 5.2.h Officials and employees who failed to liquidate Cash Advances received in FY 2019 within the reglementary period as prescribed in COA Circular 97-002;
- 5.2.i Officials and employees who failed to submit their complete SPMS Forms;
- 5.2.j Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units;

## **6.0 SYSTEM OF RANKING**

6.1 The use of the CSC approved SPMS of MARIWAD shall be the basis for the ranking of the following:

6.1.a Division Performance Commitment Review (DPCR)  
– for the rating and ranking of delivery units;

6.1.b Individual Performance Commitment Review (IPCR) – for the rating and ranking of individual employee;

6.2 Delivery unit with the highest percentage rate of accomplishment average based on OPCR shall be declared “Best Delivery Unit”, the second shall be declared “Better Delivery Unit” and the last one shall be declared “Good Delivery Unit”.

6.3 PBB rates of individual employees shall be based on the performance ranking of the individual’s bureau or delivery unit 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	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

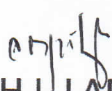
6.4 Employees with a rating of “Below Satisfactory” under the CSC-approved SPMS will not be entitled to PBB. Employees in Poor Delivery Unit will not be eligible to

receive any amount under the PBB for not meeting the minimum performance criteria.

- 6.5 If two or more employees have the same ratings, the corresponding PBB amount of the employees shall be added and divided by the number of tied employees to determine the amount of employees' bonus.

The PMT reserves the right to utilize additional criteria for forced ranking of employees to reflect superior accomplishment that validate the status of the MARIWAD as a benchmark-setting organization.


Approved by:

  
CRISTINELA RUTH I. LAMAYRA  
General Manager B




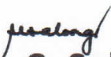
**Performance Management Team (PMT) Members:**

  
**Eng'r. Joseph B. delos Reyes**


  
**Cynthia S. Cruz –**

} Highest Planning Officer

  
**Eulogio S. Enriquez, Jr. - Highest Finance Officer**

  
**Susana C. Salonga – Representative from 2<sup>nd</sup> Level employee**

  
**Iris T. Canlas – Acting Human Resource Management Officer**

  
**Edgardo R. Ramos – Representative from 1<sup>st</sup> Level employee**