

RCN: OGM-080921-491

OFFICE ORDER

Date : **August 9, 2021**

From : **THE GENERAL MANAGER**

To : **ALL REGULAR AND CASUAL PERSONNEL**

Subject : **SYSTEM OF RANKING DELIVERY UNITS FOR FISCAL YEAR 2021
PERFORMANCE BASED BONUS (PBB)**

In accordance with Section 6.0 of the Memorandum Circular No. 2021-1 of the Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems dated June 3, 2021, providing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2021 under Executive Order No. 80 s. 2012 and EO No. 201 s. 2016, the following System of Ranking of Delivery Units for the Grant of Performance Based Bonus is hereby adopted for implementation in the Office of Pili Water District:

1. For FY 2021 PBB, the Delivery Units (DUs) shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. 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 such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of the Memorandum Circular with a performance rating of below 4 will be isolated from the grant for the grant of the FY 2021 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.
2. Eligible delivery units shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7.0.
3. To be eligible for FY 2021, 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 Systems (SPMS) or the requirements prescribed by the CESB.
4. 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 for each agency, he/she will be included in the recipient agency.

5. An official or employee who have rendered a minimum of 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 service requirement to be considered for PBB on a pro-rate 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; and/or
 - h. Sabbatical Leave
6. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
7. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.
8. 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 2021 PBB.
9. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-001 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.
10. The total score as stated in Section 4.0 shall be the basis in determining the amount the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021, see 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)

11. To heighten transparency and to guide all delivery units and employees with this System of Ranking, the district shall cascade to its employees the guidelines/mechanics in ranking delivery units through the issuance of this Office Order which shall be posted in PIWAD's Bulletin Boards and the District's Official Website.

Recommending Approval:

HRPMT COMMITTEE


ANNAFE COLLAO-PATO
 Member


CZARINA C. DECENA
 Member


ARMANDO M. CAMO
 Member


JUDY B. NAVALES
 Member

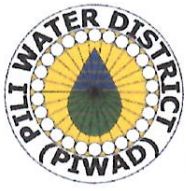

NILO T. VALENCIA
 Member


JEHAN D.T. REBANCOS
 Member


AILEEN R. MARCAIDA
 Chairperson

Approved by:


ENGR. PAULINO S. CUNANAN
 General Manager



CASCADING EFFORTS

THE GUIDELINES/SYSTEM OF RANKING DELIVERY UNITS IN THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2021 IS CASCADED TO THE EMPLOYEES OF PIWAD THROUGH THE FOLLOWING METHODS:

1. Posting in the E-Bulletin

The Guidelines/System of Ranking Units and Individuals in the grant of the 2021 Performance Based Bonus is posted in the E-Bulletin of the District.

2. Facebook PIWAD Group

The District has created a PIWAD Group where all employees with exiting Facebook accounts have access to notices and announcements for the information and guidance of all employees.

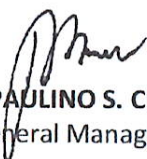
3. Posting at the Different Offices/Units

The Guidelines/System of Ranking Delivery Units was also posted at the different offices/units to ensure that all employees have access to information.

4. Staff and Committee Meetings

Policies and guidelines are discussed during staff meetings. These are also discussed during the Management Committee Meetings which are further cascaded through Committee huddles with Supervisors, and through Coaching and Mentoring of supervisors with their subordinates.

For queries, please contact the Administrative and Human Resources Division through its official email account piwadahrd@gmail.com.


ENGR. PAULINO S. CUNANAN
General Manager B