



## OFFICE ORDER

Date : **April 20, 2022**

To : **ALL REGULAR AND CASUAL PERSONNEL**

From : **ACTING GENERAL MANAGER**

Subject : **SYSTEM OF RANKING DELIVERY UNIT FOR THE FISCAL YEAR 2022 PERFORMANCE-BASED BONUS (PBB)**

In accordance with Section of the Memorandum Circular No. 2022-1 of the Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems dated March 24, 2022, providing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2022 under Executive Order No. 80 s. 2012 and EO No. 201 s. 2016, the following System of Ranking of Delivery Unit for the Grant of Performance-Based Bonus is hereby adopted for implementation by Pili Water District.

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

1.1. Based on Table 1, to be eligible for the FY 2022 PBB, the agency 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 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 the FY 2022 PBB.

Table 1. FY 2022 PBB Scoring System

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

1.2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC No. 2022-1 shall also be isolated from the grant of the FY 2022 PBB.

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

3. 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’s approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).

4. Department Secretaries, Heads of OEOs, Chairpersons, and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2022 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2022.

5. Non-ex Officio Board Members of GOCCs covered by the DBM may be eligible for the PBB with the equivalent rates following Section 7.0 and these conditions:

- a. The GOCC has qualified for the grant of the FY 2022 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 of aggregated service in the position; and
- d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.

6. 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.

7. 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.

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 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:

*Table 7. Length of Service and Percentage of PBB*

<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%

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; and/or
- h. sabbatical leave.

9. 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.

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

11. 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 non-compliance with the establishment and conduct of the review and compliance of SALN, shall not be entitled to the FY 2022 PBB.

12. Official and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in the COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.

13. The total score as stated in Section 4.0 of MC No. 2022-1 shall be the basis for determining the amount of 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% MBS of an individual as of December 31, 2022. For illustration, see Table 6 below:

*Table 8. Rates of the PBB*

<b>Total Score</b>	<b>PBB Rates</b>
100 points	<b>65%</b> 100% of the 65% monthly basic salary
95 points	<b>61.75%</b> 95% of the 65% monthly basic salary
90 points	<b>58.5%</b> 90% of the 65% monthly basic salary
85 points	<b>55.25%</b> 85% of the 65% monthly basic salary
80 points	<b>52%</b> 80% of the 65% monthly basic salary
75 points	<b>48.75%</b> 75% of the 65% monthly basic salary
70 points	<b>45.5%</b> 70% of the 65% monthly basic salary

14. 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 the ranking delivery unit through the issuance of this Office Order which shall be posted on PIWAD's bulletin boards and the District's Official Website.

Recommending Approval:

**PMT COMMITTEE**

  
**MA. CORAZON D. BACARES**  
Chairperson

  
**CZARINA D. ADORABLE**  
Member

  
**ARMANDO M. CAMO**  
Member

  
**AILEEN R. MARCAIDA**  
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Approved:

  
**ANNAFE B. COLLAO-PATO**  
Acting General Manager