Santa Maria
W A T E R   D I S T R I C T

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF
PERFORMANCE-BASED BONUS (PBB) FY 2016
(Based on Inter-Agency Task Force Memorandum Circular No. 2016-1)**

1. The Delivery Units must achieve their performance targets for the delivery of Major Final Outputs (MFOs) and Performance Indicators (PIs) specified in Form A. This shall be used as basis in assessing Local Water Districts (LWDs) performance and eligibility for the 2016 PBB.

2. Santa Maria Water District (SMWD) must satisfy 100% of the good governance conditions set forth by the AO 25 Inter-Agency Task Force (IATF) for 2016.

3. Delivery units shall be grouped and ranked according to the existing major programs of SMWD. Then, a good, better and best unit shall be identified under the following:

   1. Administrative Division
      - Office of the Board of Directors
      - Office of the General Manager
      - Human Resource Management and Development Section
      - Management and Information System Section
      - Procurement Section
      - Records Section
   2. Finance Division
   3. Customer Accounts Division
   4. Customer Services Division
   5. Engineering Division
   6. Construction and Maintenance Division
   7. Water Resource Division
   8. General Services Division

4. Per IATF Memorandum Circular No. 2016-1, PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5, 000.00

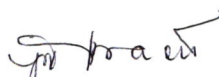 | PERFORMANCE CATEGORY OF DELIVERY UNIT | PBB as % of Monthly Basic Salary |
   |---|---|
   | Best Delivery Unit | 65 % |
   | Better Delivery Unit | 57.5 % |
   | Good Delivery Unit | 50 % |

5. Employees belonging to the First and Second levels shall have a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units.

6. An official or employee holding regular plantilla positions and casual personnel having an employer-employee relationship who was rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.

7. An officer 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:
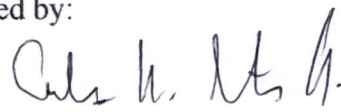
Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- *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 our without pay;
  g. Scholarship/Study Leave;
  h. Sabbatical Leave

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.

9. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty will not cause disqualification to the PBB.

10. Officials and employees who failed to submit the 2015 SALN shall not be entitled to the FY 2016 PBB.

11. Officials and employees who failed to liquidate within the reglementary period the Cash Advance received in FY 2016 as required by COA shall not be entitled to the FY 2016 PBB.

12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2016 PBB.

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