



Republic of the Philippines  
**HERMOSA WATER DISTRICT**

Magsaysay St., Brgy. Sto. Cristo, Hermosa, Bataan 2111  
Tel. No. (047) 491-2472; (047) 633-0362; 0998-565-4385  
E-mail Address: hermosa\_waterdistrict@yahoo.com

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**System/Guidelines in the Ranking of Hermosa Water District for the Grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2023**

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1. To be eligible for PBB FY 2023, Hermosa Water District (HWD) must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) and must attain a total score of at least 70 points based on the PBB Scoring System of its committed targets based on the Major Final Outputs (MFOs) and Performance Indicators (FIs) identified by Local Water Utilities Administration (LWUA) in a Joint Memorandum Circular to be issued by LWUA and DBM for FY 2023.
2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2023-1 will be isolated from the grant of the FY 2023 PBB.
3. For PBB 2023, HWD's delivery units shall be granted FY 2023 PBB at uniform rates, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.

| <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>58.50%</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          | 48.75%                               |
|                    | 75% of the 65% monthly basic salary  |
| 70 points          | 45.50%                               |
|                    | 70% of the 65% monthly basic salary  |



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4. To be eligible for FY 2023 PBB, HWD employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the HWD CSC-approved Strategic Performance Management System (SPMS).
5. 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 2023.
6. 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 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%           |

7. 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
  - h. Sabbatical Leave.
8. 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.
9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 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.



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10. Officials and employees who failed to submit the 2022 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.
  
11. Officials and employees who failed to liquidate all cash advances received in FY 2023 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 2023 PBB.

Approved by:

  
**ENGR. GIDEON S. DE LEON**  
General Manager/PMT Chairperson

**PMT Members:**

  
**Mary Ann V. Flores**  
**Moises G. Santos**  
**Almira D. Cruz**  
**Kris Anne S. Pomarin**