

**GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS AND INDIVIDUALS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020**

Department/Agency: ORION WATER DISTRICT

1. All Officers and employees of ORIWAD, who occupy permanent and casual position, shall be entitled to the PBB, provided they meet the following requirements:

- Must have rendered at least nine (9) months of service for the year ending December 31, 2020 to be eligible to the full grant of the PBB;
- An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service shall be eligible to the grant on a pro-rata basis 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%

- Should have received a rating of at least Satisfactory rating under the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS);
- Must have achieved at least 90% of his target for the year 2020;
- Must have no outstanding cash advance/s as of November 15, 2020;
- Must have complied with the submission of Sworn Statement of Assets, Liabilities and Net Worth (SALN) per Republic Act No. 6713;
- Must not be on Vacation or Sick Leave, with or without pay, for an entire year.

2. Delivery Units eligible to the PBB shall be forced ranked according the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

3. Delivery Unit with the highest percentage rate of accomplishment based on the Division Performance and Review (DPCR) shall be declared the “Best Delivery Unit”, the second shall be declared “Better Delivery Unit” and the last one shall be declared “Good Delivery Unit”.

4. Employees with a rating of “Below Satisfactory” under the CSC Approved SPMS will not be entitled to the PBB. Also, employees in Poor Delivery Unit will not be eligible to receive any amount under the PBB for not meeting the maximum performance criteria.


5. PBB rates of individuals shall depend on the performance ranking of the Delivery Unit where he/she belongs and shall be based on the individual's monthly basic salary as of December 31, 2020, but not lower than P5,000.00

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

6. Excluded from the grant of PBB are those hired without employer-employee relationship and paid from the non-personal services budget as follows:

- Consultants and experts hired to perform specific activities or services with expected outputs;
- Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- Students, laborers and apprentices;
- Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

7. Also excluded are personnel found guilty of administrative and/or criminal cases in FY 2020 by formal and executory judgment. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification of the PBB.


PRECIOUS L. GOTGOTAO
Head of HR
Date: September 28, 2020


CRISPIN Q. TRIA
General Manager C
Date: September 28, 2020

**Departments/Agencies shall cascade to their employees the procedure in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2020*

Republic of the Philippines
ORION WATER DISTRICT
Lati, Orion, Bataan

CASCADING EFFORTS
For
GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)

Through the following:

1. MANCOM Meetings
2. GENSTAFF Meetings
3. Posting in ORIWAD's website
4. Posting in Bulletin Board

For clarifications/queries, you may contact Ms. Precious L. Gotgotao, Administrative Officer B/HRMO with mobile no. 09338614442.


CRISPIN Q. TRIA
General Manager C