



Republic of the Philippines  
**MANGALDAN WATER DISTRICT**

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Management  
System  
ISO 9001:2015



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

**1. BACKGROUND**

Pursuant to Memorandum Circular No. 2020-1 dated June 2, 2020 of the Inter-Agency Task Force On The Harmonization Of The National Government Performance Monitoring Information and Reporting Systems, this System of Ranking of Delivery Units is hereby established as guidelines/mechanics for the grant the FY 2020 PBB for the Mangaldan Water District's Officials and employees which shall be given in FY 2021.

**2. COVERAGE**

- 2.1 All officers and employees of Mangaldan Water District (MAWAD) holding Regular Plantilla Positions; and
- 2.2 Casual employees having an employer-employee relationship with MAWAD and whose compensation is charged to the lump sum appropriation under Personnel Services;
- 2.3 Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from Non-Personnel Services budgets, such as follows;
  - 2.3.1 Consultants and experts hired to perform specific activities or services with expected outputs;
  - 2.3.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
  - 2.3.3 Students and groups of people whose services are engaged through job orders, contract of services, or other similarly situated.

**3. ELIGIBILITY CRITERIA**

Each agency must satisfy the conditions enumerated in the paragraph 3.0 Eligibility Criteria of the aforesaid Memorandum Circular No. 2020-1. Mangaldan Water District shall comply with the pertinent guidelines in Ranking of Delivery Units issued by the Local Water Utilities Administration (LWUA) for Local Water Districts (LWD).

*“Water is life..... Use it Wisely”*

#### **4. ELIGIBILITY OF INDIVIDUALS**

4.1 The General Manager's PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary. The General Manager (GM) shall not be included in the Report on Agency Rating and Ranking (Form 1.0).

4.2 The Performance Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by LWUA Memorandum Circular No. 001.016 dated January 18, 2016, which is still remain in effect as of this writing, as follows;

4.2.1 The LWD has qualified for the grant of the FY 2020 PBB;

4.2.2 The Director has at least attended 90% of all authorized and duly called for Board meetings for the applicable calendar year;

4.2.3 There should be no vacancy in the Board for more than three (3) months, unless the vacancy has remained unfilled due to extraneous factors beyond the control of the LWD Board of Directors;

4.2.4 The Director has rendered at least eleven (11) months aggregate service as LWD Director for the year of entitlement;

4.2.5 The Director has attended at least one (1) policy making seminar, prior to the payment of PBI;

4.2.5 The Director's per diems should be approved by LWUA;

4.2.6 The Director's appointment must be in conformance with the PD 198, as amended;

4.2.7 The Director must not have been found guilty of administrative and/or criminal cases related to his/her functions in the Water District and the relevant court decision has become final and executory.

4.2.8 The LWD has submitted the appropriate annual Board-approved corporate Operating Budget (COB) to LWUA.

4.3 Employees belonging to the First, Second and Third levels should receive a rating of at least "Satisfactory" based on the MAWAD CSC-Approved Strategic Performance Management System (SPMS).

4.4 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of PBB.

4.5 An official or employee who has 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 illustrated 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-rata basis:

- i. Being a newly hired employee;
- ii. Retirement;
- iii. Resignation;
- iv. Rehabilitation Leave;
- v. Maternity Leave and/or Paternity Leave;
- vi. Vacation or Sick Leave with or without pay;
- vii. Scholarship/Study Leave;
- viii. Sabbatical Leave.

4.6 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.

4.7 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.

4.8 Officials and employees who failed to submit the 2019 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 2020 PBB.

4.9 Officials and employees who failed to liquidate all cash advances received in FY 2020 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 2020 PBB.

4.10 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

4.11 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.

**5. RANKING OF DELIVERY UNITS**

5.1 Delivery units as defined in the LWUA Memorandum Circular 015.16 refer to Offices/Department/Division according to the Category per Local Water District Manual on Categorization, Recategorization, and Other Related matters (LWD-MaCRO). The delivery units of MAWAD as Category B Water District based on the DBM-APPROVED Plantilla of Personnel CY 2015, to wit:

Category	Delivery Units
B	Office of the General Manager
	Administrative Division
	Finance Division
	Commercial Division
	Engineering & Construction and Production and Water Quality Division

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

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

5.3 Only the personnel belonging to the eligible delivery units are qualified for the PBB.

## 6. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

## 7. FUNDING

The grant of PBB shall be charged to the Mangaldan Water District's Corporate Fund.

## 8. SUBMISSION OF THE SYSTEM OF RANKING DELIVERY UNITS

The duly completed and signed System of Ranking of Delivery Units shall be posted on the Transparency Seal (TS) page of the MAWAD website [www.mangaldanwaterdistrict.gov.ph](http://www.mangaldanwaterdistrict.gov.ph) on September 4, 2020.

For your information and guidance.

  
ENGR. MARCELO M. PETONIO  
General Manager B