



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT

Lanao, Kidapawan City
 Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-5555
 E-mail Address: metrokidapawan_wd@yahoo.com
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"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
 Cert. No. 66478

METRO KIDAPAWAN WATER DISTRICT
SYSTEM OF RANKING DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019
(Based on Inter-Agency Task Force Memorandum Circular No. 2019-1)

1. The Delivery Units must achieve their performance targets to qualify for the grant of the PBB. The Major Final Outputs (MFOs) and Performance Indicators (PIs) identified by the Local Water Utilities Administration (Using Form A) shall be used as basis in assessing the Metro Kidapawan Water District performance and determining the eligibility for the PBB;
2. Metro Kidapawan Water District must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) for FY 2019;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best Delivery Unit.
4. Delivery Units pursuant to the LWD MaCRO are as follows:
 - a. Office of the General Manager
 - b. Office of the AGM for Operations
 - b.1 Engineering and Operations Department
 - b.2 Water Resources and Production Department
 - b.4 Maintenance Department
 - b.3 Administrative and Human Resource Department
 - c. Office of the AGM for Admin and Finance
 - c.1 Finance Services Department
 - c.2 Commercial Services Department
5. The resulting ranking of delivery units shall be indicated in Form 1.0;
6. There shall no longer be ranking of individuals within the delivery unit;
7. As per IATF Memorandum Circular No. 2019-1 dated September 3, 2019, 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, 2019, as follows:

PERFORMANCE CATEGORY OF DELIVERY UNITS	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better delivery Unit	57.5%
Good Delivery Unit	50%



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8. 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;
9. An official or employee holding regular plantilla position and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible to the full grant of the PBB;
10. An employee who transferred from one delivery unit to another delivery unit shall be rated where he/she served the longest;
11. 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%

12. 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;
 - e. Maternity leave and /or Paternity leave;
 - f. Vacation or Sick leave with or without pay;
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave



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13. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of the PBB;
14. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty will not cause the disqualification to the PBB;
15. Officials and employees who failed to submit the 2018 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 2019 PBB;
16. Officials and employees who failed to liquidate all cash advances received in FY 2019 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 2019 PBB;
17. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

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