



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
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"Committed to Service, Development and Self-Reliance"



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METRO KIDAPAWAN WATER DISTRICT SYSTEM OF RANKING DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021 (Based on Inter-Agency Task Force Memorandum Circular No. 2021-1)

1. To be eligible for PBB FY 2021, Metro Kidapawan Water District (MKWD) must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) and must attain at least 70% 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 2021;
2. Form A or other Forms as provided in the LWUA-DBM Joint Memorandum Circular shall be used as basis in assessing the MKWD's performance and determining the eligibility for the PBB;
3. For FY 2021 PBB, MKWD's delivery units shall no longer be ranked. However, the unit/s most responsible for non-compliance or non-accomplishment of targets shall be isolated from the grant of the PBB.
4. Eligible Delivery Units shall be granted FY 2021 PBB at uniform rates across MKWD including its officials and employees.
5. The PBB rates of individual employees shall depend on the total score of the office accomplishments versus its targets for CY 2021. The maximum PBB rate is 65% based on their monthly basic salary as of December 31, 2021 as follows:

TOTAL ACCOMPLISHMENT OF OFFICE TARGETS	PBB RATES
96% to 100%	65% (100% of the 65% monthly basic salary)
91% to 95%	61.75% (95% of the 65% monthly basic salary)
84% to 90%	58.5% (90% of the 65% monthly basic salary)
81% to 85%	55.25% (85% of the 65% monthly basic salary)
76% to 80%	52% (80% of the 65% monthly basic salary)
71% to 75%	48.75% (75% of the 65% monthly basic salary)
70%	45.5% (70% of the 65% monthly basic salary)



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6. Employees belonging to the First and Second levels shall have a rating of at least "Very 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;
7. 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 2021 and with at least a Very Satisfactory rating may be eligible to the full grant of the PBB;
8. An employee who transferred from one delivery unit to another delivery unit shall be rated where he/she served the longest;
9. 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 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%

10. 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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11. 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;
12. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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;
13. Officials and employees who failed to submit the 2020 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;
14. Officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB;
15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2021 PBB.

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