

#### 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 Website: www.metrokidapawanwd.gov.ph





Cert. No. 66478

"Committed to Service, Development and Self-Reliance"

# 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 nonaccomplishment 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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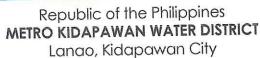
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- 6. Employees belonging to the First and Second levels shall have a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting 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
- 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:

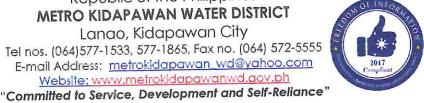
Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 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;
  - a. 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
- 15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2021 PBB.

Prepared by:

AGM for Admin & Finance

Approved by:

STELLA M. GONZALES, MPS General Manager