



Republic of the Philippines
CASIGURAN WATER DISTRICT
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MEMORANDUM:

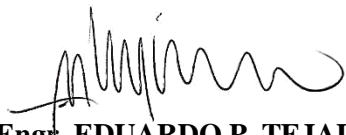
DATE : **December 2, 2024**
TO : **ALL EMPLOYEES**
SUBJECT : **GUIDELINES/MECHANICS IN RANKING CWD DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR 2024**

In compliance with the performance based incentive system provided under Executive Order No. 80 s. 2012, EO, No. 201, s 2016, Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System Memorandum Circular No. 2023-1 dated August 22, 2023 and EO 61 series 2024 Technical Working Group Resolution 2024-2, the Casiguran Water District has provided Guidelines/Mechanics in Ranking Delivery Units for the Grant of Performance Based Bonus (PBB) for FY 2024.

Hence, please be informed of the said guidelines attached hereto which is formulated to provide the system of ranking and delivery units which shall be forced ranked for the distribution of PBB incentives within the CWD.

In this regards, the implementation of the Guidelines shall take effect immediately.

For your compliance.



Engr. EDUARDO P. TEJADA
General Manager

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE
GRANT OF PERFORMANCE BASED-BONUS (PBB) FY 2024**

CASIGURAN WATER DISTRICT

1. BACKGROUND

As provided in Executive Order (EO) No. 80, s 2013, EO No. 201, s2016, Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System Memorandum Circular No. 2023-1 dated August 22, 2023 and EO 61 series 2024 Technical Working Group Resolution 2024-2, as Performance Based Bonus (PBB) shall be granted to all position for civilian personnel whether regular, contractual, or casual in nature, appointive or elective, full time or part time in the Government –Owned and Controlled Corporation (GOCCs).

11. PURPOSE

This set of guidelines aim to provide the system of ranking of delivery units, which shall be forced ranked for purposed of the grant of FY 2024 PBB and serve as basis in the distribution of the PBB to qualified CWD employees. Specifically this aims to:

- a. Inform and guide all CWD Employees on the ranking process of delivery unit, and
- b. Adopt uniform eligibility criteria on the ranking and forced-ranking of CWD delivery units.

111. COVERAGE

These guidelines shall apply to all officials and employees of eligible CWD delivery units holding regular plantilla positions.

1V. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- A. For FY 2024 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a. To be eligible for the FY 2024 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in a least three (3) criteria. In such case, while the agency will be eligible the unit/s most responsible (including its head) for the criteria with performance rating of below 4 will be isolated from the grant of the FY 2024 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2024 PBB.
- B. Eligible DUs shall be granted FY 2024 PBB at uniform rates across the agency including its officials and employees. The corresponding rates of the PBB shall be based on the Agency's achieved total score.
- C. Department Secretaries, Heads of OEOs, Chairpersons, and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non- ex officio Heads of

GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2024 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2024.

- D. Non-ex officio Board Members of GOCCs covered by the DBM may be eligible to the PBB with these conditions:
- a. The GOCC has qualified for the grant of the FY 2024 PBB;
 - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregated service in the position; and
 - d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016;
- E. To be eligible for FY 2024 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of a least “Very Satisfactory” based on the agency’s CSC – approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- F. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
- G. Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- H. Officials and employees who transferred from government agency that are non- participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section J.
- I. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- J. 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 for 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%

The following are the valid reasons for an employee who may not meet the nine- month actual service requirements to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;

- c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and/or
 - h. Sabbatical Leave
- K. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB
- L. Personnel found guilty of administrative and/or criminal cases by the final and executory judgment in FY 2024 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
- M. Officials and employees who failed to submit the 2023 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 2024 PBB.
- N. Officials and employees who failed to liquidate all cash advances received in FY 2024 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 19, 2009, shall not be entitled to the FY 2024 PBB.

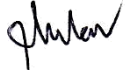
V. RATES OF THE PBB

The total score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2024. For Illustration, see Table below:

TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

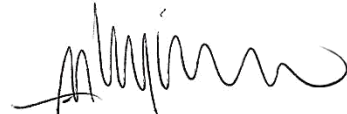
VI. EFFECTIVITY

The Guidelines shall take effect immediately.



RUBY R. BUBAN
Head of HR

Date: 12/2/2024



Engr. EDUARDO P. TEJADA
General Manager

Date: 12/2/2024