



Republic Of The Philippines
PIKIT WATER DISTRICT
Pikit, Cotabato
Hotline No. 0922-806-8859

SYSTEM DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS FOR THE GRANT OF PERFORMANCE BASED BONUS 2017

In compliance to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by the inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Pikit Water District hereby adopts the following guidelines/system of Ranking Delivery Units and Individuals for the grant of Performance-Based Bonus for the Fiscal Year 2017 under Executive Order No. 80 dated July 20, 2012 (Directing The Adoption Of A Performance-Based Incentive System For Government Employees) and Executive Order No. 201, s. 2016.

PURPOSE

The purpose of these guidelines is to supplement the CSC approved PWD Strategic Performance Management System (SPMS) and LWUA MC No. 015-15 dated October 29, 2015 in order to provide basis for ranking the performance of delivery units of Pikit Water District in relation to organizational and individual performance and commitment. Likewise, this is to ensure that the objective of measuring performance of the water district is achieved and to foster the culture of accountable public service and cooperation wherein activities are linked towards service delivery.

1.0 INDIVIDUAL PERFORMANCE

- 1.1 The Civil Service Commission (CSC) approved PWD Strategic Performance Management System (SPMS) will be used as the basis for ranking the performance of the Individuals as indicated in the Office Performance Commitment and Review Form (OPCR).

- 1.2 The individual must achieved the approved performance targets for the delivery of Major Final Output (MFO) and Performance Indicators (PI) and the targets for the Support to Operations (STO) and General Administration and support services (GASS).
- 1.3 The individual must satisfy 100% of the Good Governance Conditions set By the AO25 Inter-Agency Task Force (IATF) for FY 2017.
- 1.4 The PBB shall be granted shall be granted only to Delivery Units which have established and approved targets for 2017 and submitted to the General Manager together with the proposed annual budget.
- 1.5 No Performance-Based Bonus shall be given to individual if performance rating is below Satisfactory.
- 1.6 Individual who failed to achieve the above criteria shall no longer be included in the forced ranking and shall not be eligible to received PBB for FY 2017.
- 1.7 Individual eligible to the PBB shall be forced ranked according to the following categories:

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

- 1.8 Official and employees holding regular plantilla positions are qualified for PBB and must meet the following requirements:
- 1.8.a Should receive a rating of at least Satisfactory under the CSC approved SPMS as reflected in the individual Performance Commitment and Review Form (IPCR)

1.8.b An employee who has rendered a minimum of 9 months of service during the fiscal year and with a performance rating in accordance with item 1.8.a hereof may be eligible to the full grant of the PBB.

1.8.c An employee who rendered a minimum of 3 months but less than 9 months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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 reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- ✓ Newly hired employee;
- ✓ Retirement;
- ✓ Resignation;
- ✓ Rehabilitation Leave;
- ✓ Maternity Leave and/or Paternity Leave;
- ✓ Vacation or Sick Leave with or without pay;
- ✓ Scholarship/Study Leave;

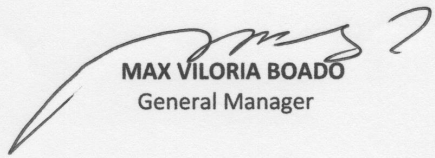
2.0 Performance-Based Incentive System (PBIS) related issues, income and complaints raised by employees shall be submitted in writing to the Performance Management Team (PMT) which shall review and make recommendation/s within 15 calendar days upon receipt of the said issue/concern/complaint. Recommendation/s of the Performance Management Team (PMT)


shall be submitted to the General Manager (GM) for action within 15 calendar days. The decision of the GM shall be final and executor.

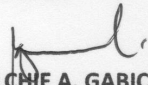
Prepared and recommended by:

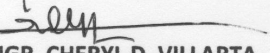
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