



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY
Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

OFFICE ORDER 07-20

TO : ALL PERMANENT AND CASUAL EMPLOYEES

Date : 23 July, 2020

Subject : SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL PERSONNEL PURSUANT TO THE GRANT OF PERFORMANCE-BASED BONUS FY 2020

In view of the Local Water Utilities Administration (LWUA)-Department of Budget and Management (DBM) Memorandum Circular No.2014-2, LWUA Memorandum Circular No. 013-15, Executive Order no. 80 and the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular no. 2020-1, be hereby informed that the following System of Ranking of Delivery Units and Individual employee for the **Grant of Performance-Based Bonus for year 2020** is hereby adopted for implementation:

COVERAGE

The Performance-Based Bonus shall be granted to qualified Board of Directors, Permanent and Casual employees of ICWD.

ELIGIBILITY OF INDIVIDUALS

- a. ICWD Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by CESB.
- b. ICWD official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at

IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

least Satisfactory rating may be eligible for the full grant of the PBB.

- c. ICWD official 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 for the grant of the PBB on a pro-rata basis 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 valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated 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
 - h.) Sabbatical Leave
- d. ICWD employee who in on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of PBB.
- e. ICWD Personnel found guilty of any administrative and/or criminal cases filed against them and meted penalty in FY 2020 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.

IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

- f. ICWD Officials and employees who failed to submit the 2019 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2020 PBB.
- g. ICWD officials and employees who failed to liquidate Cash Advances received in FY 2020 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 2020 PBB.
- h. ICWD officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- i. Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals.
- j. ICWD officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Agency fails to comply with any of these requirements.

RANKING OF DELIVERY UNITS

Delivery Units as defined in the LWUA memorandum circular refer to "Divisions" of the ICWD. Hence, *Delivery Units* of the Iriga City Water District are as follows:

- a.) Administrative Division
- b.) Commercial Division
- c.) Technical Division

IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

Delivery Units that meet the criteria and conditions in Good Governance Conditions are eligible for the FY 2020 PBB. Delivery units eligible to the PBB shall be forced-ranked according to the following categories:

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

Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for a merit increase, promotion, further training, and/or disciplinary action, individual ranking shall no longer be included in Form 1.0- Report on Ranking Delivery Units.

To recognize the high performance of ICWD employees to the achievement of agency targets and requirements for the grant of the FY 2020 PBB the Head of Agency shall list the names of employees who belong in the Best Delivery Units using the Form 1.0.

Local Water Utilities Administration (LWUA) shall issue pertinent guidelines on the ranking of delivery units for LWDs.

PBB RATES

The rates of the PBB for each individual shall be based on the performance ranking of the delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31 2020 based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

Furthermore, as one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

For your information and guidance.


ROMULO M. CORPORAL, JR.
General Manager