



GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2022

The KAPATAGAN WATERDISTRICT has two (2) delivery units:
Administrative/Commercial/Finance and Engineering for Fiscal Year 2020.
The KAPWD'S Plantilla of Personnel (POP) has fifteen (38) filled positions and (14)
casual positions:

1. Ranking and Eligibility of Delivery Units

- Modified Form A or Department/Agency Performance Report FY 2022 that has been evaluated by the Local Water Utilities Administration (LWUA), Department of Budget and Management (DBM) and other validating agencies, wherein:
- The delivery unit must meet the criteria and conditions to be eligible to PBB for FY 2022.
- The delivery unit that fails to meet the criteria shall be excluded in the forced ranking and shall no longer be eligible to PBB for FY 2022.
- Delivery units eligible to PBB shall be forced ranked. The delivery unit with a higher average rating will be ranked as Best and the remaining delivery unit will be ranked as Better. Good delivery unit will no longer be applicable if both delivery units are eligible or have attained the said percentage of performance targets;

2. Eligibility of Individuals

- Ranking of individual employees within a delivery unit is no longer necessary;
- The Head of Agency's eligibility to PBB shall be based on the eligibility and performance of the respective agency. If eligible, their maximum PBB rate shall be equivalent to 65% of their monthly basic salary as of December 31, 2022 and should not be included in Form 1-Report on Ranking of Delivery Units.
- Only the personnel belonging to eligible delivery units are qualified for the PBB;
- Personnel belonging to eligible delivery units must meet the following requirements:

- Must have rendered a minimum of nine (9) months of service for the year ending December 31, 2022 and with at least a Satisfactory rating;
- An employee who rendered less than nine (9) months but a minimum of three(3) months of service and with at least a Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service, as follows:

Length of Service	% 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%

- An employee who may not meet the nine-month actual service requirement can be considered for PBB on a pro-rate basis based on the following valid reasons:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave

- An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB;

- Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 shall not be entitled to the PBB. If penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

- Official and employees must have submitted the 2021 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, series of 2015; 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 2022 PBB;
- Official and employees should not fail to liquidate within the reglementary period the Cash Advances received in FY 2022 as required by the COA;
- Official and employees should not fail to submit their complete SPMS Forms;
- Agency Head should ensure the submission of SALN to the respective repository agencies, the liquidation of Cash Advances for FY 2022 and the complete SPMS Forms;
- The amount of PBB of individual employees shall be based on the performance ranking of delivery unit where they belong and, on the individual's monthly basic salary as of December 31, 2022 as shown in the table below.

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

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