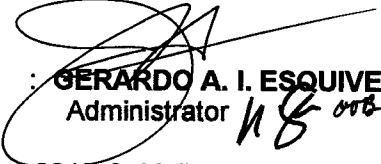


Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

MEMORANDUM

TO : ALL

FROM :  GERARDO A. I. ESQUIVEL
Administrator

RE : 2015 Guidelines on Ranking and Distribution of the 2015 Performance-Based Bonus (PBB)

DATE : 22 February 2016

I. LEGAL BASIS

GCG Memorandum Circular No. 2015-05, 2015 Interim Performance Based Bonus (PBB) released on 15 July 2015.

II. PURPOSE

This Memorandum Order is issued to provide the basic policies and procedure in the ranking and distribution of MWSS officials and employees who are entitled to the PBB. This aims to provide basis in determining the eligibility, distribution and ranking as basis in the grant of the PBB.

III. COVERAGE

All Officers and Employees who occupy plantilla positions.

IV. GUIDELINES

A. Eligibility of Individuals

- ¹ Employees belonging to the First and Second Level positions should receive at least "Satisfactory" rating based on the CSC-approved Strategic Performance Management System (SPMS).
- ² Third Level officials (Presidential Appointees) should receive a rating of at least "Very Satisfactory" under the Career Executive Service Performance

¹ Pursuant to item 4.1.1 of GCG MC No. 2015-05

Evaluation System (CESPES). Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.

3. ³Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive at least a rating of SATISFACTORY.
4. ⁴Personnel who transferred from one government agency to another agency shall be rated 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.
5. ⁵An employee who rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
6. ⁶An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with a least "Satisfactory" 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 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 Leave
- (e) Maternity Leave and/or Paternity Leave;
- (f) Vacation or Sick Leave with or without pay;

² Pursuant to item 4.1.2 of GCG MC No. 2015-05

³ Pursuant to item 4.1.3 of GCG MC No. 2015-05

⁴ Pursuant to item 4.1.5 of GCG MC No. 2015-05

⁵ Pursuant to item 4.1.6 of GCG MC No. 2015-05

⁶ Pursuant to item 4.1.7 of GCG MC No. 2015-05

(g) Scholarship/Study Leave; and

(h) Sabbatical Leave

7. ⁷An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.
8. ⁸Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.
9. ⁹Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015.
10. ¹⁰Officials and employees who failed to liquidate Cash Advances received in 2015 within the reglamentary period as stated in the prevailing COA Circular, shall not be entitled to the FY 2015 PBB.
11. ¹¹Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) and also liquidated 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

B. Ranking of Delivery Units and Individuals

1. The matter of rating departments and individuals is the responsibility of the ¹²Performance Management Team (PMT) following the SPMS Guidelines approved by the CSC for MWSS
2. Departments are rated based on an assessment of their performance from their respective Office Performance Commitment Reports (OPCR). Each Performance Indicator in the OPCR is rated based on the criteria Quality, Efficiency and Timeliness. The average score for all the indicators is the grade of the department.
3. Individual rating is based on the rating of the department where he/she belongs. This means that the average of all the ratings of personnel under a department should equal the grade/rating of that particular department. The department manager rates the personnel under his/her department

⁷ Pursuant to item 4.1.8 of GCG MC No. 2015-05

⁸ Pursuant to item 4.1.9 of GCG MC No. 2015-05

⁹ Pursuant to item 4.1.10 of GCG MC No. 2015-05

¹⁰ Pursuant to item 4.1.11 of GCG MC No. 2015-05

¹¹ Pursuant to item 4.1.12 of GCG MC No. 2015-05

¹² In accordance with item VII.B.2.c & f of CSC-Approved MWSS SPMS

4. ¹³All individual ratings are consolidated and all eligible employees are grouped into four classes based salary grade levels as follows:

Class	Salary Grade
Senior Management	SG 28 up
Middle Management	SG 21 to 27
Professional & Supervisory	SG 14 to 20
Clerical	SG 13 below

5. ¹⁴Each class follows the percentage distribution pursuant to section 5.2.1 of GCG MC No. 2015-05, to wit

Percentile	Multiple of Monthly basic pay
Top: max 10% of number of staff	2.5
Next: maximum 25%	1.5
Remaining: minimum 65%	1.00

¹³ Pursuant to Item 5.1 of GCG MC No. 2015-05

¹⁴ Pursuant to item 5.2.1 of GCG MC No. 2015-05