



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

MWSS-PRD-M-2019-071

MEMORANDUM

27 September 2019

For : All Officers and Employees

Subject : Guidelines on Ranking and Distribution of the
Performance-Based Bonus (PBB) for MWSS-CO for FY 2019

I. LEGAL BASES

1. GCG Memorandum Circular No. 2019-02, Interim Performance-Based Bonus (PBB) released on 25 July 2019.
2. IATF Memorandum Circular 2019-1 dated 3 September 2019, Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2019 under Executive Order No. 80, s., 2012 and Executive Order 201, s., 2016.

II. PURPOSE

This Guidelines is issued to provide the basic policies and procedure in the ranking and distribution of PBB to MWSS officials and employees based on eligibility, distribution and ranking criteria in accordance with the above-cited legal bases.

III. COVERAGE

All Officers and Employees who occupy regular plantilla positions and those occupying positions in the DBM approved contractual staffing pattern are covered by this guideline.

IV. GUIDELINES

A. Eligibility of Individual Officers and Employees

1. ¹Employees 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 equivalent, or the requirement prescribed by the Career Executive Service Board (CESB).
2. ²Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
3. ³Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
4. ⁴Officials and employees who transferred from government agencies 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 PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as indicated in Section 6 of this guideline.

¹ Pursuant to item 5.1.1 of GCG MC No. 2019-02 and item 6.3 of IATF MC 2019-1

² Pursuant to item 5.1.2 of GCG MC No. 2019-02 and item 6.4 of IATF MC 2019-1

³ Pursuant to item 5.1.3 of GCG MC No. 2019-02 and item 6.5 of IATF MC 2019-1

⁴ Pursuant to item 5.1.4 of GCG MC No. 2019-02 and item 6.6 of IATF MC 2019-1

6. ⁶An official or 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 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;
- (g) Scholarship/Study Leave;
- (h) Sabbatical Leave; and
- (i) Other leaves provided by law

V. GROUNDS FOR DISQUALIFICATION TO PBB

A. Underlying Circumstances

1. An 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.
2. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment 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.

B. Failure to Perform Specific Tasks

7. ⁷Officials and employees who failed to timely submit the latest Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed under applicable CSC rules; 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 2019 PBB.
8. ⁸Officials and employees who failed to liquidate all Cash Advances received in 2019 within the reglementary period, as stated in relevant and prevailing COA Circulars, shall not be entitled to the FY 2019 PBB.
9. ⁹Officials and employees who failed to submit their complete SPMS Forms, or its equivalent, shall not be entitled to the FY 2019 PBB.

⁶ Pursuant to item 5.1.6 of GCG MC No. 2019-02 and item 6.8 of IATF MC 2019-1

⁷ Pursuant to item 5.1.9 of GCG MC No. 2019-02 and item 6.11 of IATF MC 2019-1

⁸ Pursuant to item 5.1.10 of GCG MC No. 2019-02 and item 6.12 of IATF MC 2019-1

⁹ Pursuant to item 5.1.11 of GCG MC No. 2019-02 and item 6.13 of IATF MC 2019-1

10. ¹⁰Officials 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 2019 PBB if the Department/Agency fails to comply with any of these requirements.

B. Ranking of Delivery Units and Individuals

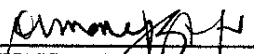
1. The matter of rating departments is the responsibility of the ¹¹Performance Management Team (PMT) following the SPMS Guidelines approved by the CSC for MWSS.
2. Departments are rated based on an assessment of their performance from their respective Office Performance Commitment Reports (OPCR). Each Performance Indicator in the OPCR is rated based on the criteria of 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 the ratee belongs. This means that the average of all the ratings of personnel under a department should equal the OPCR grade/rating of that particular department. The department manager rates the personnel under his/her department.
4. ¹²All individual ratings are consolidated and all eligible employees are grouped into four (4) salary grade levels as follows:

Class	Salary Grade
Senior Management	SG 27 up
Middle Management	SG 21 to 26
Professional & Supervisory	SG 10 to 25
Clerical	SG 9 below

In each grouping level, the ratings of individual officers and employees under the MWSS-CO's SPMS shall be quantified to allow for ranking on a percentile basis, based on the rate of incentive as a multiple of the basic monthly salary, to wit:

Percentile	Multiple of Monthly basic pay
Top: Max 10%	0.65
Next: Maximum 25%	0.575
Remaining: Minimum 65%	0.50

Approved by:


LTGEN EMMANUEL B. SALAMAT, (ret.)
 Administrator

¹⁰ Pursuant to item 6.15 of IATF MC 2019-1

¹¹ In accordance with item VII.B.2.c & f of CSC-Approved MWSS SPMS

¹² Pursuant to Annex A of GCG MC No. 2018-01