

Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

Guidelines on Ranking and Distribution of the Performance-Based Bonus (PBB) for MWSS-CO for FY 2018

I. LEGAL BASES

1. GCG Memorandum Circular No. 2017-01, 2017 Interim Performance Based Bonus (PBB) released on 09 June 2017.

2. IATF Memorandum Circular 2018-1 dated 28 May 2018, Guidelines on the Grant of PBB for FY 2018 under EO 80 s 2012 and EO Order 201 s 2016.

II. PURPOSE

These Guidelines are 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 Individuals

1. ¹Employees belonging to the First and Second positions should receive at least "Satisfactory" rating based on the CSC-approved Strategic Performance Management System (SPMS).

2. ²Third Level officials (Presidential Appointees) should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES).³Other officials performing managerial and

¹ Pursuant to item 3.1.1 of GCG MC No. 2017-01 and item 7.3 of IATF MC 2018-01

² Pursuant to item 3.1.2 of GCG MC No. 2017-01

³ Pursuant to item 3.1.3 of GCG MC No. 2017-01 and item 7.3 of IATF MC 2018-01

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.

3. 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.
4. 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.
5. 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;
- (g) Scholarship/Study Leave; and
- (h) Sabbatical Leave

⁴ Pursuant to item 3.1.5 of GCG MC No. 2017-01 and item 7.5 of IATF MC 2018-01

⁵ Pursuant to item 3.1.6 of GCG MC No. 2017-01 and item 7.7 of IATF MC 2018-01

⁶ Pursuant to item 3.1.7 of GCG MC No. 2015-05 and item 7.8 of IATF MC 2018-01

6. 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.
7. ⁸Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.
8. ⁹Officials and employees who failed to submit the latest SALN as prescribed in the rules provided under applicable CSC rules, shall not be entitled to the PBB of the applicable year.
9. ¹⁰Officials and employees who failed to liquidate Cash Advances received in applicable year within the reglementary period as stated in the prevailing COA Circular, shall not be entitled to the PBB for the same year.
10. ¹¹Agency heads should ensure that officials and employees covered by RA 6713 submitted their SALN of the preceding year to the respective SALN repository agencies, liquidated their cash advances of the corresponding year, and completed the SPMS forms, as these will be the basis for the release of the PBB of the applicable year to individuals.

B. Ranking of Delivery Units and Individuals

1. The matter of rating departments is the responsibility of the Performance 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 the ratee 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 3.1.8 of GCG MC No. 2017-01

⁸ Pursuant to item 3.1.9 of GCG MC No. 2017-01

⁹ Pursuant to item 3.1.10 of GCG MC No. 2017-01

¹⁰ Pursuant to item 3.1.11 of GCG MC No. 2017-01

¹¹ Pursuant to item 3.1.13 of GCG MC No. 2017-01

4. ¹²All 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 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 for the distribution, with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Percentile	Multiple of Monthly basic pay
Top: max 10% of number of staff	0.65
Next: maximum 25%	0.575
Remaining: minimum 65%	0.50

5. All applicable documentary requirements stated in item 10.6 of AO 25 IATF Memorandum Circular No. 2018-1 regarding the *Guidelines on the Grant of the PBB for FY 2018* released on May 28, 2018 are to be complied with.

Approved by:



PDDG REYNALDO V. VELASCO (Ret)

Administrator



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