



SYSTEM OF RANKING IN THE GRANT OF PERFORMANCE-BASED BONUS (PBB)

1.0 OBJECTIVE

To establish a system to rank CWD delivery units and personnel relative to the grant/ entitlement of Performance-Based Bonus (PBB) for FY 2016.

2.0 COVERAGE

This covers all identified delivery units of CWD and all its officials and employees holding regular plantilla positions and casual personnel having an employer-employee relationship.

3.0 ELIGIBILITY CRITERIA

- 3.1. Achieve agency FY 2016 GAA MFO performance targets.
- 3.2. Achieve targets for STO and GASS.
- 3.3. Satisfy 100% of the 2016 Good Governance Conditions set by the AO 25 IATF.
- 3.4. Use CSC-approved SPMS in rating First and Second Level employees and officials including officials holding managerial and Director positions but are not presidential appointees.

4.0 FY 2016 PERFORMANCE TARGETS

- 4.1. For LWDs, the MFOs and Performance Indicators (PIs) identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
- 4.2. GASS Targets shall be:
 - a. Budget Utilization Rate (BUR).
 - a1. **Obligations BUR** computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and
 - a2. **Disbursement BUR** measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2016.
 - a. Public Financial Management reporting requirements of the COA and DBM.
 - b1. Budget and Financial Accountability Reports (BFARs).
 - b2. Report on Ageing of Cash Advances.

- b3.COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) [per COA Resolution No 2014-003].
- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System.
- d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the approved budget to the GPPB-TSO.

5.0 GOOD GOVERNANCE CONDITIONS (GCCs)

- 5.1. Maintain / Update Agency Transparency Seal (*Section 99 of GAA 2016*).
- 5.2. Maintain/Update the PhilGEPS posting (*Revised IRR of RA 9184*)
- 5.3. Maintain/Update Citizen’s Charter or its equivalent, Service Charter (RA 9485)

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1. Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship.
- 6.2. Receive at least a “Satisfactory” rating based on CSC approved SPMS.
- 6.3. Third Level officials should receive at least “Satisfactory” rating under CESPES. Other officials performing managerial and executive functions who are not presidential appointees are covered by agency’s CSC-approved SPMS and should receive at least “Satisfactory”.
- 6.4. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Payment of PBB shall come from the parent agency.
- 6.5. Personnel who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.
- 6.6. Minimum of nine (9) months government service during FY 2016 and with at least “Satisfactory” rating will be eligible to the full PBB grant.
- 6.7. Minimum of three (3) but less than nine (9) months and with at least “Satisfactory” rating shall be prorated corresponding to the length of service.

Length of Service	% of 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%

The following are the valid reasons for not meeting the 9-month service requirement

- 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

7.0 INDIVIDUALS NOT ENTITLED TO PBB

- 7.1. Employee on vacation or sick leave, with or without pay, for an entire year.
- 7.2. Personnel guilty of admin and/ or criminal cases and meted penalty in FY 2016.
- 7.3. Officials and employees who failed to submit the 2015 SALN.
- 7.4. Officials and employees who failed to liquidate Cash Advance received in FY 2016 within the reglementary period.
- 7.5. Officials and employees who failed to submit their complete SPMS Forms.
- 7.6. Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to respective SALN repository agencies, liquidated the FY 2016 Cash Advances, and complete SPMS Forms. These will be the basis for the release of FY 2016 PBB to individuals.

8.0 RANKING OF DELIVERY UNITS

- 8.1. Delivery units eligible to the PBB shall be forced ranked according to the ff. categories:

Bureaus/Office/Delivery Units	
Ranking	Performance Category
10%	Best
25%	Better
65%	Good

- 8.2. The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

9.0 RATES OF THE FY 2016 PBB

- 9.1. PBB rates of individuals shall depend on the performance ranking of the bureau of delivery unit where they belong.
- 9.2. Based on the individual's monthly basic salary as of December 31, 2016.

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

9.3. Or Php 5,000 if the PBB % of monthly basic salary is lower than Php 5,000.

10.0 ELIGIBILITY OF AGENCY HEAD


10.1. PBB of agency heads shall be based on the monthly basic salary as of December 31, 2016 depending on the eligibility and performance of the respective department/agency.

Performance of Eligible Agency	% of PBB Rate
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and with deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and with deficiency in one of its physical target/s due to controllable reasons	50%

11.0 SUBMISSION OF REPORTS

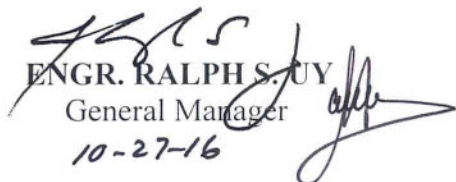
- 11.1. Submit two hard copies and e-copy of Forms A and A1, and other supporting documents through the AO 25 Secretariat **on or before January 15, 2017.**
- 11.2. All forms and reports should be signed by agency head or duly designated official.
- 11.3. COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA.

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