



# TOLEDO CITY WATER DISTRICT

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## MEMORANDUM

No. 43 -2016

TO : **ALL EMPLOYEES**

FROM : The General Manager

SUBJECT : **PBB 2016 System of Ranking of Delivery Units pursuant to the Grant of Performance - Based Bonus FY 2016**

DATE : October 25,2016

Pursuant to Memorandum Circular no. 2016 – 1 dated May 12, 2016 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems and LWUA Memorandum Circular No. 015-16, all water districts that meet the criteria and conditions of FY 2016 Performance Targets are eligible to the FY 2016 PBB shall be forced rank according to water district category.

In view hereof, you are hereby informed that the following System of Ranking of Delivery Units for the Grant of Performance-Based Bonus for year 2016 is hereby adopted for implementation:

Ranking	Performance Category
Top 10%	Best Department/Delivery Unit
Next 25%	Better Department/Delivery Unit
Next 65%	Good Department/Delivery Unit

### Coverage

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of Toledo City Water District (TCWD).

### Eligibility and Ranking of Delivery Units

1. Pursuant to the LWD MaCRO, Delivery Units for Category B are as follows:

Category	Delivery Units
B	a. Office of the General Manager b. Administrative & Human Resource Department c. Finance Services Department d. Commercial Services Department e. Engineering & Operations Department

Section 8.3 and 9.0 of the Memorandum Circular No. 2016-01 are hereby reiterated to wit:

8.3 – *“Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated on Form 1.0 (Annex 4). There shall no longer be ranking of individuals within delivery units”*

9.0 - Rates of the FY 2016 PBB – *“The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual’s monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00.”*

Performance Category	PBB as % of Monthly Basic Salary
Best Dept/Delivery Unit (10%)	65%
Better Dept/Delivery Unit (25%)	57.5%
Good Dept/Delivery Unit (65%)	50%

In this regard, Form 1.0 – Report on Ranking of Offices/Delivery Units shall be submitted as part of the requirement for PBB 2016 per IATF Memorandum Circular No. 01 Series of 2016.

2. **Ranking of Delivery Units** shall be based on the average rating of all the Department Performance Commitment and Review (DCPR) for January to June 2016 and July to December 2016 rating periods.

#### **Eligibility of Individuals**

1. TCWD acknowledges the Strategic Performance Management System (SPMS) ratings as the requirement for the grant of the Performance-Based Bonus (PBB) of its employees, in accordance with the criteria and conditions, the Major Final Output (MFOs) and Performance Indicators (PIs) approved and submitted for the year.
2. Employees should receive a rating of at least “Satisfactory”, based on the Strategic Performance Management System (SPMS).
3. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least “Satisfactory” may be eligible to the full grant of the PBB.
4. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of “Satisfactory” may be eligible for the grant of PBB on a pro-rated basis, corresponding to the actual length of service required, 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 valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated 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

However, 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.

- 5. Personnel found guilty of any administrative and/or criminal cases filed against them and meted penalty in FY 2016 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.
- 6. Officials and employees who failed to submit the 2015 SALN prescribed in the rules provided under CSC memorandum Circular shall not be entitled to the FY 2016 PBB.
- 7. Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the prescribed period as required by the COA shall not be entitled to the PBB.

Furthermore, as one of the Key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for Performance Management issued of this Agency.

For your information and guidance.

  
**FRANCISCO R. ABELLANA**  
 General Manager

