



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

I. LEGAL BASES

1. GCG Memorandum Circular No. 2017-02, 2015 Interim Performance-Based Bonus (PBB) released on June 30, 2017.
2. IATF Memorandum Circular 2017-1 dated May 28, 2018, Guidelines on the Grant of PBB for Fiscal Year 2018 under E.O. No. 80 s 2012 and E.O. No. 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 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. Other 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.

3. Personnel 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. Personnel 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.
5. An official or 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. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at 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.

7. 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.
8. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2018 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. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2017 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 2018 PBB.
10. Officials and employees who failed to liquidate all cash advances received in 2018 within the reglamentary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
11. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
12. Officials and employees responsible for the implementation of the prior year' audit recommendations, QMS Certification, posting and dissemination of the departments/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Agency fails to comply with any of these requirements.

B. Ranking of Delivery Units and Individuals

Consistent with the provisions of the GCG Circular, the distribution of the PBB among qualified Officers and Employees shall be based on a percentile ranking within their respective level through the PMT. In each level, the ratings of officers and employees shall be quantified to allow for ranking on a percentile basis for the distribution.

Class	Salary Grade
Senior Management	SG 28
Middle Management	SG 26
Professional & Supervisory	SG 14 to SG 23
Clerical	SG 13 and below

In each grouping level, the ratings of individual officers and employees under the MWSS-RO'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: Maximum 10%	65%
Next: Maximum 25%	57.5%
Remaining: 65%	50%

The guidelines for the System of Rating and Ranking Guidelines and Distribution of the FY 2018 Performance-Based Bonus (PBB) for MWSS-Regulatory Office were discussed in the RO Management Committee (ManCom) Meetings and cascaded to the employees through the Regulation Areas Mid-Year Planning Sessions.

