



Guidelines on System of Rating and Ranking for the Performance-Based Bonus (PBB) of the Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO)

I. LEGAL BASES

1. Governance Commission for GOCCs (GCG) Memorandum Circular (MC) No. 2019-02 dated 25 July 2019, Interim Performance-Based Bonus (PBB) and GCG MC No. 2021-02, dated 06 September 2021, Good Governance Condition (GGCs) and Other Conditions and Requirements (OCRs) for the Grant of Interim Performance-Based Bonus (PBB)
2. Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (IATF) MC 2021-1 dated 03 June 2021, Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2021 under Executive Order (EO) No. 80 series of (s.) 2012 and EO No. Order 201 s. 2016.

II. PURPOSE

This Guideline is issued to provide the basic policies and procedure in the ranking and distribution of PBB to MWSS RO 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 Department of Budget and Management (DBM)-approved contractual staffing pattern are covered by this Guideline.

IV. GUIDELINES

A. Eligibility of Individuals

1. Employees belonging to the First, Second, and Third Levels should receive at least "Satisfactory" rating based on the agency's Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS).
2. 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.



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. Officials 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 officials/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
5. An official or employee who has 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 a minimum of three (3) months but less than nine (9) months of service and with at 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; and
 - (h) Sabbatical Leave; and
 - (i) Other leaves provided by Law.
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.