



Republic of the Philippines
ANGELES CITY WATER DISTRICT
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GUIDELINES/MECHANICS IN THE RANKING OF ACWD DEPARTMENTS/DELIVERY UNITS FOR THE GRANT OF F. Y. 2019 PERFORMANCE BASED BONUS (PBB)

1. All Officers and Employees of Angeles City Water District who occupy regular, conterminous and casual positions shall be entitled to PBB and must meet the following requirements:

- a. Must have rendered a minimum of nine (9) months of service during the fiscal year;
- b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
- c. Must have achieved at least 90% of his/her target for the year;
- d. Must have no outstanding cash advance/s as of November 15, 2019;
- e. Must have complied with the submission of SALN per RA 6713;
- f. Should submit their complete SPMS Forms according to the Approved SPMS Calendar.

2. 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 the 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 requirements 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;
- h. Sabbatical Leave.

3. Officers and rank-and-file employees shall be evaluated based on the rating obtained under CSC approved Individual Performance Commitment and Review Form (IPCRF);

4. Officers and rank-and-file employees of delivery units who are qualified for the PBB shall be forced ranked as follows:

PERFORMANCE CATEGORY OF DELIVERY UNIT	PBB as % of Monthly Basic Salary
BEST DELIVERY UNIT 10%	65%
BETTER DELIVERY UNIT 25%	57.5%
GOOD DELIVERY UNIT 65%	50%
POOR DELIVERY UNIT	0

5. 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.

6. If eligible, their PBB rates for FY 2019 shall be based on their monthly basic salary as of December 31, 2019.

7. 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 PBB shall come from the mother agency.

8. Personnel who transferred from one government agency to another or transferred due to promotion, detailed and other personnel actions shall be rated and ranked by the agency where she/he served the longest. If equal months were served for each agency/department, he/she will be included in the recipient agency/department.

9. Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, etc., shall not be entitled to the FY 2019 PBB if the ACWD fails to comply with any of the PBB requirements.

10. Personnel found guilty of administrative and/or criminal cases filed against them and meter penalty in F.Y. 2019 shall be forced ranked but shall not be entitled to the PBB F.Y. 2019. If the penalty meter out is only a reprimand, such penalty shall not cause the disqualification of PBB;

11. Performance-Based Incentive System (PBIS) related issues, concerns and complaints raised by employees shall be submitted in writing to the Complaints and Grievance Committee which shall review and make recommendation/s within 15 calendar days upon the receipt of the said issue, concern or complaint. Recommendations made by the Complaints and Grievance Committee shall be submitted to the PMT for their action within 15 calendar days. The decision of the PMT shall be final and executory.

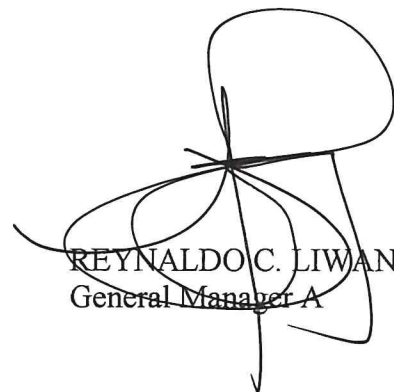
12. PBIS queries and comments on the target and accomplishments of their departments please contact:

WARLIE P. FRANCISCO
Division Manager A-HR & Admin.
458-0372 Local 307



WARLIE P. FRANCISCO
Division Manager A- H.R. & Administrative
Services Division

Date: Sept. 9, 2019



REYNALDO C. LIWANAG
General Manager A

Date: Sept. 9, 2019