



# DINALUPIHAN WATER DISTRICT

Pag-asa Street, Brgy. Kataasan, Dinalupihan, Bataan  
Tel. Nos. (047) 636-1325, 481-3717, 481-3718, 636-1296  
Email add: [dinalupihan\\_waterdistrict@yahoo.com](mailto:dinalupihan_waterdistrict@yahoo.com) website: [dinalupihanwd.gov.ph](http://dinalupihanwd.gov.ph)

## DINALUPIHAN WATER DISTRICT **SYSTEM OF RANKING DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS**

For the Grant of Performance-Based Bonus (PBB) for 2020  
(Based on Inter-Agency Task Force Memorandum Circular No. 2020-1)

1. The Delivery Units must achieve their performance targets to qualify for the grant of PBB. The Major Final Outputs (MFOs) and Performance Indicators (PIs) identified by the Local Water Utilities Administration (Using Form A) shall be used as basis in assessing the Dinalupihan Water District performance in determining the eligibility of PBB;
2. The Dinalupihan Water District must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) for FY 2020;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best Delivery Unit;
4. Delivery Units pursuant to the LWD MaCRO are as follows:
  - a. Office of the General Manager
  - b. Admin and Finance Services Department
  - c. Commercial Services Department
  - d. Engineering and Maintenance Department
    - d.1. Maintenance Services
    - d.2. Production Division
5. The resulting ranking of delivery units shall be indicated in Form 1.0;
6. There shall no longer be ranking of individuals within the delivery unit;
7. As per IATF Memorandum Circular 2020-1 dated June 2, 2020, PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2020, as follows:

<b>PERFORMANCE CATEGORY OF DELIVERY UNITS</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

8. Employees belonging to the First and Second levels shall have a rating of at least "Satisfactory" based on the Agency's CSC approved Strategic Performance Management System (SPMS). The Head of the Agency shall not be included in ranking and delivery units;



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9. An official or employee holding regular plantilla position and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory Rating may be eligible to the full grant of PBB;
10. An employee who transferred from one delivery unit to another delivery unit shall be rated where she/he served longest;
11. An officer 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>&amp;% of PBB Rate</b>
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%

12. 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;
  - e. Maternity leave and / or Paternity Leave;
  - f. Vacation leave with or without pay;
  - g. Scholarship / Study Leave;
  - h. Sabbatical Leave;

13. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of the PBB;

14. Personnel found guilty of administrative and/or criminal case by final and executory judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out is a reprimand, such penalty will not cause disqualification to the PBB;



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15. Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; 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 2020 PBB;
16. Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009 shall not be entitled to the FY 2020 PBB;
17. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

Prepared by:

**Joanna R. Torres**  
HR Officer

Approved by:

**Virgilio P. Manalili**  
General Manager

Noted by:

**Juvy N. Piega**  
Highest Ranking HRMO /  
Department Manager, Finance



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## DETAILS OF CASCADING EFFORT

*The Guidelines/Mechanics in Ranking Offices / Delivery Units* for the grant of PBB for FY 2020 will be cascaded among all employees in DWD through the following methods:

### 1. Bulletin Board Posting

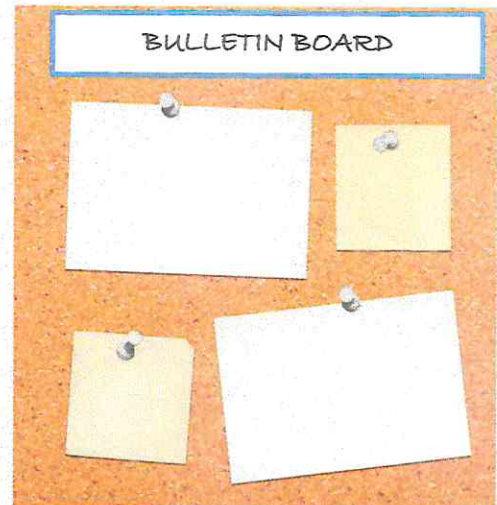
The Guidelines / Mechanics in Ranking Offices / Delivery Units for the grant of PBB for FY 2020 is posted in all bulletin boards in DWD offices.

### 2. Group Discussion

The managers can also cascaded the *Guidelines/Mechanics in Ranking Offices / Delivery Units* for the grant of PBB for FY 2020 to all their direct reports including those employees who don't have computers through group discussion.

### 3. Text, Emails and Messengers

The HR personnel can also cascaded the guideline/mechanics by group message through text, group chat through private message (pm) and through official emails of the officers and other personnel. The officials can be reached by this medium.



GROUP DISCUSSION



TEXT, Email and Messenger



For queries you may contact (047) 636-1325 , look for Joan, Human Resource Division.

  
Joanna R. Torres

HR Officer

Date: September 18, 2020

  
Virgilio P. Manalili  
General Manager

Date: September 18, 2020