



# METRO MIDSAYAP WATER DISTRICT

Ang Tubig ay Mahalaga. Huwag Mag-aksaya.

Republic of the Philippines  
Metro Midsayap Water District  
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## Administrative Office Memo No. 2019-10-019A

Date : October 1, 2019  
TO : ALL EMPLOYEES  
FROM : The General Manager  
SUBJECT : System of Ranking of Delivery Units and Individual Personnel pursuant to the Grant of Performance – Based Bonus FY2019

In view of the implementation of Executive Order (EO) No. 80, EO No. 201, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2019-1, please be informed that the following System of Ranking of Delivery Units and Individual employee for the Grant of Performance-Based Bonus for the year 2019 is hereby adopted for implementation:

### Coverage

The Performance-Based Bonus shall be granted to all qualified permanent employees of MMWD.

### Eligibility and Ranking of Delivery Units

- Delivery units as defined in the LWUA memorandum circular refer to “Divisions” of the LWD. Hence, Delivery Units of the Metro Midsayap Water District are as follows:
  - Office of the General Manager
  - Administrative and Commercial Division
  - Production and Engineering Division
- Ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) of employees for the January to June 2019 and July to December 2019 rating periods. Delivery Units shall be forced-ranked according to the following categories:

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

### Eligibility of Individuals

- MMWD 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 Outputs (MFOs) and Performance Indicators (PIs) indicated in the LWUA Memorandum Circular.
- Employees should receive a rating of at least “Satisfactory”, based on the Strategic Performance Management System (SPMS).
- 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 to the full grant of the PBB.

“Service with Commitment and Integrity”





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4. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall 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 the 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:

- Being a newly hired employee;
- Retirement
- Resignation
- Rehabilitation leave
- Maternity Leave and / or Paternity Leave
- Vacation or Sick Leave with or without pay
- Scholarship / Study Leave
- 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 PBB.

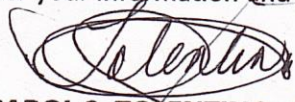
- Personnel found guilty of any administrative and / or criminal cases filed against them and meted penalty in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to submit the 2018 SALN prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015 shall not be entitled to the FY 2019 PBB.
- Officials and employees who failed to liquidate Cash Advances received in FY 2019 within the reglementary period as required by the 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 PBB.
- Officials and employees who failed to submit their SPMS Forms shall not be entitled to the FY 2019 PBB.

## Forced Ranking of Individuals

The PBB rates of qualified individual employees should depend on the performance ranking of the delivery unit where they belong, based on the individuals basic salary as of December 31, 2019, as follows but not lower than Php5,000.00:

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

For your information and guidance,

  
**CAROL S. TOLENTINO, CPA, MMPA**  
General Manager

*"Service with Commitment and Integrity"*