



## GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR F.Y. 2022

### I. Coverage

To be eligible for the grant of Performance-Based Bonus (PBB) for the year 2022, Alicia Water District must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results and to attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria based on the PPB Scoring System.

The **Performance Results** refer to the accomplishment of the LWUA-approved performance targets. The **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency result of streamlining, standardization, digitization, systems and procedures reengineering, and other related improvements. The **Financial Results** refers to the actual spending of the agency's budget allotment vis-à-vis the realization of committed programs and projects based General Appropriations Act (GAA). The **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public.

### II. Eligibility

For FY 2022 PBB, similar to FY 2021 PBB, the delivery units (DU's) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

Eligible Delivery Units (DU's) shall be granted FY 2022 PBB at uniform rates across the agency, including its official and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.

To be eligible for FY 2022 PBB, employees belonging to First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Performance Management System (SPMS) or the requirement prescribed by the CESB.

Non Ex-Officio Heads of GOCC's covered by DBM are eligible only if their respective agencies are eligible.

Non Ex-Officio Board Members of GOCC's covered by DBM may be eligible to the PBB with the equivalent rates and these conditions:

- a. The GOCC has qualified for the grant of FY 2022 PBB;
- b. The Board Member has 90 % attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
- c. The Board Member has nine(9) months aggregate service in the position;
- d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget following the Corporate Budget Circular No. 22 dated December 1, 2016.

Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of PBB shall come from the mother agency.

Personnel who transferred from one government agency to another agency shall be included by the agency where she/he served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

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 official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.

An official/ employee who has rendered a minimum of nine(9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

An official/ employee who has rendered less than nine (9) months of service but a minimum of three(3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a prorata basis corresponding to the actual service rendered as follows :

<b>LENGTH OF SERVICE AND PERCENTAGE OF PBB</b>	
<b>LENGTH OF SERVICE</b>	<b>% OF PBB</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 %

The following are the valid reason for an employee who may not meet the nine-month actual service requirement to be considered for PBB on 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

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

Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 shall not be entitled to the PBB. If the penalty meted out in only a reprimand, such penalty shall not cause the disqualification to the PBB.

Officials and employees who failed to submit the 2021 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 review and compliance procedure of SALN, shall not be entitled to the FY 2022 PBB.

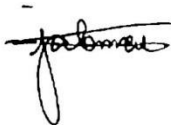
Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10,1997 and reiterated in COA Circular 2009-002 dated May 18,2009, shall not be entitled to the FY 2022 PBB.

### **III. Rates of PBB**

The total rate score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100 % of the 65 % MBS of an individual as of December 31,2022 :

<b>RATES OF PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>

100 points	65 % 100 % of the 65 % monthly basic salary
95 points	61.75 % 95 % of the 65 % monthly basic salary
90 points	58 % 90 % of the 65 % monthly basic salary
85 points	55.25 % 85 % of the 65 % monthly basic salary
80 points	52 % 80 % of the 65 % monthly basic salary
75 points	48.75 % 100 % of the 65 % monthly basic salary
70 points	45.5 % 70 % of the 65 % monthly basic salary



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