



REPUBLIC OF THE PHILIPPINES
MONCADA WATER DISTRICT
MONCADA, TARLAC

**GUIDELINES FOR THE ELIGIBILITY OF INDIVIDUAL EMPLOYEES AND SYSTEM
RANKING DELIVERY UNITS**

- 1) The General Manager's PBB for the year 2018 is equivalent to 65% of his monthly basic salary as of December 31, 2018 and should not be included in the Form 1 – Report on Ranking of Delivery Units.
- 2) Non-ex officio Board Members of GOCCs covered by DBM are eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official of the GOCC concerned subject to the following conditions:
 - a) The GOCC has qualified for the grant of the FY 2018 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; and
 - d) The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 31, 2018.
- 3) Employees belonging to the First, Second, and Third Levels must have a rating of "SATISFACTORY" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 4) 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 is eligible for the full grant of the PBB.

- 5) 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 is 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 not less than 9 months	90%
7 months but not less than 8 months	80%
6 months but not less than 7 months	70%
5 months but not less than 6 months	60%
4 months but not less than 5 months	50%
3 months but not less than 4 months	40%

However, here 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
 - h) Sabbatical leave
- 6) 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.
- 7) Personnel found guilty of administrative and/or criminal case by final and executory judgment in FY 2018 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.
- 8) Officials and employees who failed to submit the 2017 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 2018 PBB.
- 9) Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period shall not be entitled to the FY 2018 PBB.

10) Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

11) Officers and rank-and-file employees of delivery units who qualified for the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

Signed:


Engr. ROGELIO B. MINA, JR.
General Manager