



SAN JOSE CITY WATER DISTRICT

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SYSTEM OF RANKING AND GUIDELINES ON THE GRANT OF PERFORMANCE BASED BONUS FOR FISCAL YEAR 2016

In compliance to Memorandum Circular No. 2016-1 dated May 12, 2016 issued by the Inter-Agency Task Force, the San Jose City Water District hereby adopts the following guidelines, System of Ranking of Delivery Units and Individuals for the grant of 2016 Performance Based Bonus (PBB) for Fiscal Year 2016.

1. Purpose:

- To provide guidelines on the system of ranking of divisions and employees
- To strengthen performance monitoring and evaluation system

2. Coverage:

- All officials and employees holding regular and temporary plantilla position

3. Exclusions:

- Job Orders

4. Guidelines:

- The results of the SPMS-IPCR rating of the officers and employees after the review and validation made by the Performance Management Team shall be the basis for the grant of PBB.
- The PBB of the Head of the Agency will depend on the eligibility and performance of the agency. Her PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

Performance of Eligibility	PBB as % of Monthly Basic Salary
Agency achieved all GCCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

- Qualified employee should have at least "Satisfactory" rating under the CSC approved Strategic Performance Management Systems as reflected in the Individual Performance Commitment and Review Form (IPCR).
- Employees with a rating of "Below Satisfactory" will not receive any amount under the PBB.
- An employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- An 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:

Length of Service	% of PBB Rate
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-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 or sick leave, with or without pay for the entire year is not eligible to the grant of PBB.
 - Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment 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 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.
 - Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
 - Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
 - The PBB rates of individual employees shall depend on the performance ranking of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00:

Performance Category	PBB as % of Monthly Basic Pay
Best Performer	65%
Better Performer	57.5%
Good Performer	50%

5. Ranking of Delivery Units

- The Civil Service Commission approved Strategic Performance Management System (SPMS) will be used as basis for ranking performance of the Delivery Units as indicated in the Office Performance Commitment and Review Form (OPCR) of the delivery unit.

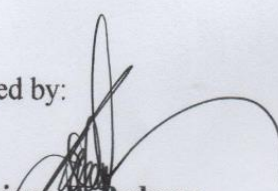
- Delivery Units shall refer to the three (3) Divisions of the San Jose City Water District namely:
 1. Office of the General Manager (to include the Administrative Division)
 2. Finance/Commercial Division
 3. Engineering Division
- The different divisions shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Performing Division
Next 25%	Better Performing Division
Next 65%	Good Performing Division

6. Funding Source:

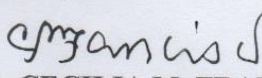
Funding for the grant of PBB shall be charged to the SJCWD Corporate Budget.

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Date: October 12, 2016

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Date: October 12, 2016