

ANNEX 8
GUIDELINES /MECHANICS IN RANKING OFFICES / DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE – BASED BONUS (PBB)

Department / Agency : Davao City Water District

In view of the **Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-1, Joint Memorandum Circular No. 2018-1** by the Local Water Utilities Administration (LWUA) – Department of Budget and Management (DBM) dated October 22, 2018 and **Executive Order No. 80, s, 2012**, the **Davao City Water District** hereby adopts the following **System of Ranking of Delivery Units** for the **Grant of Performance – Based Bonus for year 2019** :

Coverage

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of DCWD.

A.) *Ranking of Delivery Units*

Per Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2019-1 dated September 3, 2019, "**Delivery Units**" refer as the primary subdivision of the department / agency performing substantive line functions, technical service or administrative support, as reflected in the Department's / Agency's organizational structure / functional chart." (item 7.2, a.) On the other hand, per existing Joint Memorandum Circular of the Department of Budget and Management (DBM) and the Local Water Utilities Administration (LWUA) no. 2018 -01, delivery units refer to departments and divisions of the Local Water District responsible for the achievement of the LWD's Major Final Output and committed to performance targets which are tracked by a reporting system within the year and verified by the LWUA.

Thus, in view of the substantial functional chart of DCWD based on the connections of functions and responsibilities, DCWD's delivery Units shall be as follows:

DCWD's Organizational Structure and Functional Chart

- a. Office of the General Manager
 - Board Secretariat
 - Staff under the Office of the General Manager
 - Corporate Planning Department
 - Legal Department
 - Internal Audit Department

b. Administration Group

- The Assistant General Manager for Administration
- Staff under the AGM for Administration
- Human Resource Department
- General Services Department
- Information and Communications Technology Department

c. Finance Group

- The Assistant General Manager for Finance
- Staff under the AGM for Finance
- Financial Management Department
- Accounting Department
- Commercial Services Department

d. Operations Group

- The Assistant General Manager for Operations
- Staff under the AGM for Operations
- Community Relations and External Affairs Department
- Engineering and Construction Department
- General Improvement and Civil Works Division
- Production Department
- Sanitation Division
- Pipelines and Appurtenances Maintenance Department

To determine the ranking of Office / Group as "delivery units", the average final performance rating of qualified employees under each Group for the period January to June 2019 and July to December 2019 will be computed.

Following the provisions of LWUA and IATF Memorandum Circulars, *delivery units* shall be forced – ranked according to the following categories:

Top 10%	Best Bureau / Office / Delivery Unit
Next 25%	Better Bureau / Office / Delivery Unit
Next 65%	Good Bureau / Office / Delivery Unit

The performance evaluation ratings for two (2) semesters in year 2019, the ranking of delivery units shall be accepted and agreed by the Performance Management Team.

B.) Eligibility of Individual Employees

1. The General Manager's PBB rate for FY 2019 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019.
2. Employees belonging to the First and Second Levels should receive at least "Satisfactory" based on the agency's CSC – approved Strategic Performance Management System are eligible to receive the PBB. The final rating of each employee shall be confirmed by their department managers
3. Personnel who transferred from one office to another shall be rated and ranked by the office / department where he / she served the longest. If equal months were served for each office, he / she will be included in the recipient office.
4. An employee or official who has rendered a minimum of nine (9) months of service in FY 2019 and with at least *Satisfactory* rating may be eligible to the full grant of PBB.
5. An employee who rendered less than nine (9) months but minimum of three (3) months but with at least Satisfactory performance rating shall be eligible to the grant of PBB on a pro-rated 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%