




Republic of the Philippines
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"Committed to Service, Development and Self-Reliance"



METRO KIDAPAWAN WATER DISTRICT SYSTEM OF RANKING DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS

FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2023
(Based on Inter-Agency Task Force Memorandum Circular No. 2023-1 Dated August 22, 2023)

1. To be eligible for PBB FY 2023, Metro Kidapawan Water District (MKWD) must first satisfy the following:
 - a. 100% compliance with the government-mandated laws and standards as provided on the conditions under Agency Accountabilities set by the AO 25 Inter-Agency Task Force (IATF);
 - b. Must satisfy the eligibility requirements identified by Local Water Utilities Administration (LWUA) in a Joint Memorandum Circular to be issued by LWUA and DBM for PBB FY 2023;
 - c. Must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions of FY 2023 PBB Targets, Assessment and Scoring System as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM for PBB FY 2023;
2. Form A and A1 or other related Forms shall be used as evidence of accomplishments under the criteria and conditions for **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** as provided in the Joint Memorandum Circular to be issued by LWUA and DBM for PBB FY 2023;
3. For FY 2023 PBB, MKWD's delivery units shall no longer be ranked. However, the unit/s or individual most responsible for non-compliance or non-accomplishment of targets shall be isolated from the grant of the FY 2023 PBB.
4. Eligible Delivery Units shall be granted FY 2023 PBB at uniform rates across MKWD including its officials and employees.

 Page 1 of 4



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5. The PBB rates of individual employees shall be based on MKWD's total achieved score of the office accomplishments versus its targets for CY 2023. The maximum PBB rate is 65% based on their monthly basic salary as of December 31, 2023 as follows:

TOTAL SCORE	PBB RATES
96 to 100 points	65.00% (100% of the 65% monthly basic salary)
91 to 95 points	61.75% (95% of the 65% monthly basic salary)
84 to 90 points	58.50% (90% of the 65% monthly basic salary)
81 to 85 points	55.25% (85% of the 65% monthly basic salary)
76 to 80 points	52.00% (80% of the 65% monthly basic salary)
71 to 75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.50% (70% of the 65% monthly basic salary)

6. Employees belonging to the First, Second and Third Levels should receive a rating of at least **"Very Satisfactory"** based on the MKWD's CSC-approved Strategic Performance Management System (SPMS);
7. An official or employee holding regular plantilla position and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2023 and with at least a **Very Satisfactory** rating may be eligible to the full grant of the PBB;
8. An employee who transferred from one delivery unit to another delivery unit shall be rated where he/she served the longest;

 Page 2 of 4



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9. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very 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%

10. 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;
- e. Maternity leave and /or Paternity leave;
- f. Vacation or Sick leave with or without pay;
- g. Scholarship/Study Leave
- h. Sabbatical Leave

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

12. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. However, if the penalty meted out is only a reprimand, such penalty will not cause the disqualification to the PBB;

 Page 3 of 4



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13. Officials and employees who failed to submit the 2022 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 2023 PBB;
14. Officials and employees who failed to liquidate all cash advances received in FY 2023 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 2023 PBB;
15. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2023 PBB.

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