



## Cabuyao Water District

Main Office: 2nd Floor, Centro Mall, Brgy. Pulo, Cabuyao City, Laguna  
Tel. No.: (049) 832-1620 Website: [www.cabuyaowaterdistrict.com](http://www.cabuyaowaterdistrict.com)  
Email: [cabuyaowaterdistrict@gmail.com](mailto:cabuyaowaterdistrict@gmail.com)

### **GUIDELINES/MECHANICS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2023**

1. The Cabuyao WD must have scored atleast 70 points to be eligible for the Performance-Based Bonus (PBB) 2023.
2. The criteria and conditions under the following dimensions of accountability must be satisfied:
  - a) Performance Results
  - b) Process Results
  - c) Financial Results
  - d) Citizen/ Client Satisfaction Results
3. The eligible delivery units (DU) shall be granted FY 2023 PBB at uniform rates across the District, including its officials and employees. The corresponding rates of the PBB shall be based on the achieved total score and the monthly basic salary as of December 31, 2023.
4. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
5. An official or 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 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 for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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; and/or
  - h) Sabbatical Leave.
6. The points shall be the basis in determining the amount of the PBB, see the table below:



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RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (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% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

7. The General Manager is eligible only if the District is eligible. If eligible, their PBB rate for FY 2023 shall be equivalent to the rates stated above and shall be based on their basic monthly salary (MBS) as of December 31, 2023.

8. The Board Members may be eligible to the PBB subject to the following conditions:

- a. The LWD has qualified for the grant of the FY 2023 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 eleven (11) months aggregated service in the position
- d. The District has submitted the appropriate annual Board-approved Corporate Operating Budget to LWUA; and
- e. Submission of Board Member's FY 2023 accomplishments (policies or resolutions made that will help address the operations as well as the guidelines of the LWD).

9. The delivery units shall no longer be ranked. However, the unit/s most responsible for deficiencies mentioned in item no. 2 shall be isolated.

The unit/s most responsible (including its Head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2023 PBB, see list below:

- a. Updating of Transparency Seal
- b. Compliance with the Freedom of Information (FOI) Program
- c. Updating of Citizen's or Service Charter
- d. Compliance to Audit Findings and Liquidation of Cash Advances
- e. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)
- f. PhilGEPS posting of all invitations to bids and awarded contracts – Notices of Award/ Bid Results, Actual Approved/ Awarded Contracts, and Notices to Proceed/ Purchase Orders for bidding transactions above one million (P1,000,000)
- g. Posting of Indicative FY 2024 Annual Procurement Plan Non-Common Use Supplies and



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### Equipment (APP-non CSE)

#### h. Submission of FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)

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

11. 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 shall not cause the disqualification to the PBB.

12. 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.

13. 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.

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