



REPUBLIC OF THE PHILIPPINES
BAYAMBANG WATER DISTRICT
CCC#:119



**GUIDELINES/ MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND
INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

In compliance to Memorandum Circular No. 2015-1 dated August 12, 2015
"GUIDELINES ON THE GRANT OF THE PERFORMANCE BASED-BONUS (PBB) FOR
FY 2015 and LWUA Memorandum Circular no. 015.5 "Guidelines on the Ranking of
Local Water Districts (LWDs) Delivery Units relative to the Grant of the Performance-
Based Bonus (PBB) for the Fiscal Year 2015 under Executive Order no. 801, the
following are the guidelines in the system of ranking delivery units and individuals:

ELIGIBILITY OF INDIVIDUALS

1. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 hereof may be eligible to the full grant of the PBB.
2. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

| Lengths 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% |

RANKING OF INDIVIDUALS AND DELIVERY UNITS

Delivery units shall be forced ranked to determine equivalent value of PBB. The Eligibility of Individuals with the least Satisfactory Performance under 6.0 of the IATF MC No. 2015-1 shall apply.

The employees shall be forced ranked within each delivery unit, subject to the estimated budget ceiling per agency for FY2015 PBB using the Individual Performance Commitment and Review (IPCR).





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The ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) within the delivery of units using the Office Performance Commitment and Review (OPCR). Forced Ranking shall be according to categories in 7.5 of Memorandum Circular No. 2015-01.

BEST Delivery Unit/s


| Ranking | Individual Performance Category |
|---------|---------------------------------|
| Top 20% | Best Performer |
| Top 35% | Better Performer |
| Top 45% | Good Performer |

BETTER Delivery Unit/s

| Ranking | Individual Performance Category |
|---------|---------------------------------|
| Top 15% | Best Performer |
| Top 30% | Better Performer |
| Top 55% | Good Performer |

GOOD Delivery Unit/s

| Ranking | Individual Performance Category |
|---------|---------------------------------|
| Top 10% | Best Performer |
| Top 25% | Better Performer |
| Top 65% | Good Performer |


FRANCIS J. FERNANDEZ
General Manager C
Date: Oct. 30, 2015

