

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

For Fiscal Year 2015, Peñaranda Water District has two (2) delivery units: Administrative/Commercial and Engineering. There are twenty-eight (28) employees in the Plantilla of Personnel (POP): the Head of Agency, fourteen (14) from Administrative/Commercial and thirteen (13) from Engineering.

In connection with the implementation of Performance Based Incentive System (PBIS) for Government Employees pursuant to E.O. No. 80 dated July 20, 2012, the following are mechanics to facilitate ranking of delivery units and personnel for the grant of Performance Based Bonus (PBB) for Fiscal Year 2015.

1. For delivery units, ranking will be based on the following:
 - 1.1 Form A or Performance Targets that has been evaluated by the Local Water Utilities Administration (LWUA), Department of Budget and Management (DBM) and other validating agencies, wherein:
 - 1.1.1 The delivery unit must have achieved at least 90% of each of the FY 2015 performance for each applicable performance indicator;
 - 1.1.2 The delivery unit that fails to attain at least 90% of each of the performance targets shall be excluded in the forced ranking and shall no longer be eligible to PBB for FY 2015.
 - 1.2 Utilization of Civil Service Commission Approved Strategic Performance Management System (SPMS), wherein:
 - 1.2.1 In order to measure the achievement of delivery units, the average rating of all the employees' Individual Performance Commitment Review (IPCR) responsible for the two delivery units will be calculated distinctly (Administrative/Commercial and Engineering);
 - 1.2.2 Forced ranking will then followed. The delivery unit with a higher average rating will be ranked as Best and the remaining delivery unit will be ranked as Better. Good delivery unit will no longer be applicable if both delivery units are eligible or have attained the said percentage of performance targets.
2. The basis in ranking of official and individual employees will be measured thru the following:
 - 2.1 The Head of Agency's eligibility to PBB shall be based on the eligibility of the agency pursuant to the DBM issued guidelines on the grant of PBB;
 - 2.2 Personnel belonging to eligible delivery units must meet the following requirements:
 - 2.2.1 must have rendered a minimum of nine (9) months of service for the year ending December 31, 2015. An employee who rendered a minimum of three (3) months 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, 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%

- 2.2.2 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;
- 2.2.3 Personnel must have no administrative and/or criminal cases filed against them in FY 2015. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to PBB;
- 2.2.4 Official and employees must have submitted the 2014 SALN and the Agency Head therein should ensure that personnel covered by R.A. 6713 have submitted 2014 SALN to the respective SALN repository agencies;
- 2.2.5 Official and employees should not fail to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA.
- 2.3 Use of SPMS under Memorandum Circular No. 6, series of 2012 approved by the CSC, wherein:
- 2.3.1 Individual performance targets, aligned with the office performance targets, committed and accomplished for two (2) consecutive rating periods: January to June 2015 and July to December 2015;
- 2.3.2 All employees must have achieved the adjectival rating of at least "Satisfactory" performances based on the agency's CSC - approved SPMS with a final average rating of 3 to 3.24;
- 2.3.3 Employee/s who failed to reach the said adjectival rating will be excluded in the forced ranking and will no longer be qualified to PBB;
- 2.3.4 Employees evaluated as "Satisfactory" performers and who have exceeded to the said adjectival rating will be forced ranked using the Form – Report on Ranking of Individual as presented below, wherein the specified percentage on Best, Better, Good and Poor Performers under Best and Better and Good Delivery Units will be followed.

Best Delivery Unit

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
(Top 20%)	Best Performer	₱35,000.00
(Top 35%)	Better Performer	₱20,000.00
(Top 45%)	Good Performer	₱10,000.00

Better Delivery Unit

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
(Top 15%)	Best Performer	P25,000.00
(Top 30%)	Better Performer	P13,500.00
(Top 55%)	Good Performer	P7,000.00

Good Delivery Unit

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
(Top 10%)	Best Performer	P15,000.00
(Top 25%)	Better Performer	P10,000.00
(Top 65%)	Good Performer	P5,000.00

2.4 The numerical ranking of employees must be indicated with "1" as the highest rank. Their numerical rating must also be indicated.

2.5 Individual employees who feel aggrieved or dissatisfied with their forced ranking can file an appeal with the PMT. An employee, however, shall not be allowed to protest the forced ranking of his/her delivery unit or his/her co-employee in the same delivery unit or another unit. Ratings obtained by other delivery units can only be used as basis or reference for comparison in appealing one's rating and forced ranking. The PMT shall decide all appeals expeditiously.

The resulting ranking of delivery units and the personnel shall be indicated in the Form 1.0, as follows:

Form 1.0**REPORT ON RANKING OF DELIVERY UNITS****LWD Name:****1.0 Summary of Information Required**

1.1 Total No. of Delivery Units:

1.2 Total No. of Delivery Units that achieved at least 90% of performance targets:

1.3 Total No. of Filled Positions as of November 30, 2015

1.4 Total No. of Officials and Employees Entitled to PBB

1.5 Total Amount Required for Payment of PBB

Prepared by:

Lily Ann S. Manayao
LILY ANN S. MANAYAO
 Head of HR

Reviewed by:

Marilyn E. Geronimo
MARILYN E. GERONIMO
 Head of Administrative/Commercial

Approved:

Marlon J. Abesamis
MARLON J. ABESAMIS
 Agency Head