



## GEN. TINIO WATER DISTRICT

General Tinio, Nueva Ecija  
Poblacion Central, Gen. Tinio, Nueva Ecija  
Telefax (044) 958-4270

### GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016

In connection with the implementation of Performance Based Bonus for Government Employees pursuant to EO No. 80 and EO No. 201, the following mechanics in ranking delivery units shall be used as basis for the grant of Performance Based Bonus for Fiscal Year 2016.

#### 1. Ranking and Eligibility of Delivery Units

- The Delivery Unit (DU) must have achieved at least 90% of their performance target for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for the year as specified in Form A.
- The Delivery Unit that did not achieve 90% of their target in any of the performance indicators shall no longer be included in the forced ranking and shall not be eligible to receive Performance Based Bonus (PBB) for FY 2016
- The Delivery Unit should have complied with the good governance conditions set by AO25 Inter-Agency Task Force (IATF) for FY 2016
- Delivery Unit shall be ranked using the CSC approved Strategic Performance Management System (SPMS).
  - 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 Production)
  - 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 units will no longer be applicable if both delivery units are eligible or have attained the said percentage of performance targets;
- The Resulting Ranking of delivery units shall be indicated in the Form 1.0 as follows:

FORM 1.0	
REPORT ON RANKING OF DELIVERY UNIT	
<b>Agency:</b>	
<b>1.0 Summary of Information Required</b>	
1.1 Total No. Of Delivery Units	_____
1.2 Total No. Of Delivery Units that achieved their performance targets	_____
1.3 Total No. Of Filled Positions as of November 30, 2016	_____
1.4 Total No. Of Officials and Employees Entitled to PBB	_____
1.5 Total No. Of Amount Required for Payment of PBB	_____

2. Eligibility of Individuals

- The CSC Approved Strategic Performance Management System shall be used in evaluating the performance of each individual. Employees within the delivery unit will no longer be ranked individually.
- The rate of PBB of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individuals monthly basic salary as of December 31, 2016, but not lower than Five Thousand (P5,000.00)

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

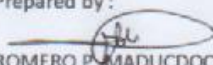
- An Official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least satisfactory rating may be eligible to the full grant of PBB
- An official or employee who rendered less than nine (9) months but minimum of three (3) months of service of with at least Satisfactory 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	% 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%

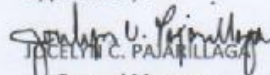
The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis;

- 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;
- h. Sabbatical Leave

Prepared by :

  
ROMERO P. MADUCDOC  
IRMA A

Approved by :

  
JOCelyn C. PAJARILLAGA  
General Manager