



PANDI WATER DISTRICT

Manuel Santos St. Poblacion, Pandi, Bulacan

Telefax : (044) 661-1050/309-5121

pandiwaterdistrict@yahoo.com

SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS

1.0 BACKGROUND

- 1.1 Executive Order No. 80 issued by the President on July 20, 2012 directed the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance to foster teamwork and meritocracy.
- 1.2 The PBIS consist of the P 5,000.00 across-the board bonus in the form of the existing Productivity Enhancement Incentive (PEI) and a top-up bonus known as Performance-Based Bonus (PBB) which shall be given to government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.
- 1.3 DBM-LWUA Memorandum Circular No. 2014-02 dated August 29, 2014 sets the guidelines in the Implementation of the PBB for all Local Water District's Officers and employees and specifies the criteria and conditions for the grant of PBB for 2014.
- 1.4 The ranking of delivery units and individual will use the approved Strategic Performance System as per guidelines for the release of 2015 Performance Base Bonus.

2.0 COVERAGE

- 2.1 All Officers and employees of Pandi Water District who occupy regular, casual or contractual positions shall be Entitled to PBB, provided they have rendered at least nine (9) months service on the year of the grant of PBB, particularly the four (4) delivery units: Administrative Division; Finance Division; Commercial Division; Engineering and Production Division.
- 2.2 Excluded from the grant of the PBB"
 - 2.3.1 Individuals and group of people hired without employer-employee relationship and/or whose services are Engaged through job orders, contracts of services, or others similarly situated; and
 - 2.3.2 Personnel found guilty of administrative and /or criminal cases related to their work.

30. **Forced Ranking of Delivery Units and Individual Employees**

The forced ranking of Delivery Units and Individual Employees for the granting of the 2015 Performance Base Bonus shall be guided by Memorandum Circular No. 015-2015 issued by the Local Water utilities Administration (LWUA) (Guidelines on the Ranking of Local Water Districts Delivery Units relative to the Grant of the Performance Based Bonus for Fiscal Year 2015 per executive Order No. 80).

3.1 **Forced Ranking of Delivery Units**

- a. Delivery Units shall be forced ranked to determine equivalent value of the PBB using the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in rating and Ranking of employees.
- b. The following are delivery units in the office of Pandi Water District:
 - a. Administrative and General Services Division
 - b. Finance Division
 - c. Commercial Division
 - d. Engineering and Production Division
- c. Ranking of the delivery units shall be based on the average rating of all Individual Performance Commitment and review (IPCR) within the delivery 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 as follows:

For the Best Bureau, office or delivery unit:

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

For the Better Bureau, Office or delivery unit:

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

For the Good Bureau, office or delivery unit:

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

3.2 **Forced Ranking of Individual Personnel**

- a. The employees shall be forced rank within each delivery unit subject to the estimated budget ceiling per agency for FY PBB 2015 using the Individual Performance Commitment and Review (IPCR). The eligibility of Individuals with at least *satisfactory* performance rating under IATF Memorandum Circular No. 2015-1 shall apply.
- b. Evaluation and ratings shall be based on the Individual Performance Commitment and review of employees that has been duly reviewed/calibrated by the Performance Management Team.

c. The Performance Management Team (PMT) created under the Pandi Water District SPMS shall act as appeals body and final arbiter if performance management issue arise.

d. Approved final ranking of Individual personnel shall be used in the forced rank according to the following category as per Memorandum Circular No. 015-15:

Best Delivery Units :

Rank	Individuals Performance Category	Rates per 7.2 of MC No. 2014-02
Top 20%	Best Performer	Php 35,000.00
Next 35%	Better Performer	Php 20,000.00
Next 45%	Good Performer	Php 10,000.00

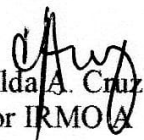
Better Delivery Units :

Rank	Individuals Performance Category	Rates per 7.2 of MC No. 2014-02
Top 15%	Best Performer	Php 25,000.00
Next 30%	Better Performer	Php 13,500.00
Next 55%	Good Performer	Php 7,000.00


Good Delivery Units :

Rank	Individuals Performance Category	Rates per 7.2 of MC No. 2014-02
Top 10%	Best Performer	Php 15,000.00
Next 25%	Better Performer	Php 10,000.00
Next 65%	Good Performer	Php 5,000.00

Prepared by :


Criselda A. Cruz
Senior IRMOA

Approved by:


Elvira Socorro B. Santos
General Manager