



Republic of the Philippines
PULUPANDAN WATER DISTRICT
Pulupandan, Negros Occidental
A Government-owned and Controlled Corporation
Under supervision by the



LOCAL WATER UTILITIES ADMINISTRATION

**SUBJECT: MECHANICS OF RANKING DELIVERY UNITS AND PERSONNEL AS
BASES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
PURSUANT TO EXECUTIVE ORDER 80, SERIES 2012**

The implementation of the performance-based incentive system in this department pursuant to E.O No. 80 dated 20 July 2012 shall have the following mechanics of ranking personnel as basis for the grant of Performance-Based Bonus (PBB) for FY-2015 and the years thereafter are hereby prescribed:

EVALUATION OF DIVISION

Pulupandan Water District has two (2) delivery units, to name: Administrative Division and Commercial Division.

A division that achieve at least 90% of its respective targets shall be entitled to the PBB at varying amounts depending on the category of bureaus the Pulupandan Water District is having as per evaluation by the Local Water Utilities Administration.

The Personnel Management Team (PMT) shall force rank each division as:

DISTRIBUTION OF PERFORMANCE PER DELIVERY UNIT	
Rating of Category	Distribution
BEST	10%
BETTER	25%
GOOD	65%

EVALUATION OF PERSONNEL

The personnel shall be ranked based on their individual performance accomplishments, which must be aligned with the office performance accomplishments, which will be aligned with the office performance targets they have committed and accomplished for the (2) rating periods using the Individual Performance Commitment Form established in the Strategic Performance Management System (SPMS).

Other indicators shall be the following:

1. PERFORMANCE

The employees performance will be equivalent to 80% of his score.

Where: 50% - Strategic priorities
 30% - Core functions
 20% - Support functions


The 20% of employees' rating will be the critical factors, where:


- a. Rank in file – 50%- Supervisors (25% - immediate and 25% division Manger)
 - 30% - General Manager
 - 10% - Peer rating
 - 10% - Client rating (inside and outside clients)
- b. Supervisor
 - 50% - Division Manager
 - 30% - General Manager
 - 10% - Peer rating
 - 10% - Client rating
- c. Division Manager -
 - 50% - General Manager
 - 25% - Peer rating
 - 25% - Client rating

- 2. Submission of individual targets and accomplishments should be on time.
- 3. Cash advances liquidation have been liquidated within the specified period of submission.
- 4. SALN as per R.A. 6713 must be accomplished and submitted on deadline.
- 5. Has not been charged of any violation of office rules and regulations

FINAL RANKING

1. Individual rating shall be force ranked by the HR and refer to the Head of the Office for review.
2. Final rating shall be reviewed by the PMT for final assessment and posting.
3. Employees shall be informed by the HR of his/her rating and may appeal his/her concern to the PMT in writing.


LIANIE B. PACLIBAR
HRMO-Designated
Date: October 28, 2015


AMADOR G. GEROY
General Manager D
Date: October 28, 2015