



Republic of the Philippines  
**PULUPANDAN WATER DISTRICT**  
Cor. Sta Felomina-Yanson Sts, Brgy. Zone 4,  
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**LOCAL WATER UTILITIES ADMINISTRATION**

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**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2022**

1. As a Category D Water District with a straight-line organizational structure, the Pulupandan Water District employees shall be rated as individual and shall be forced ranked according to his/her performance rating from highest to lowest based on the approved Strategic Performance Management System (SPMS) of the agency.
2. If the Pulupandan Water District meets the criteria and conditions for the grant of PBB for the year 2022, eligible employees shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

3. The PBB rates shall depend on the individual's performance ranking and his/her monthly basic salary as of December 31, 2022 or Php 5,000.00 if the PBB of the monthly basic salary is lower than Php 5,000.00, if the PBB % of the monthly basic salary a lower than Php 5,000.00.

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best	65%
Better	57.5%
Good	50%

4. The head of the agency shall make the final decision on the re-evaluation of employee's performance in case of a tie or any other related issues.

Prepared by:

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Date: November 29, 2022

Noted by:

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Date: November 29, 2022