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October 27, 2016

Office Memorandum No. 43 s, 2016

To: All Employees

From: **CONSORCIA P. RAÑOSA**
Acting General Manager

Subject: Guidelines in Ranking of Ligao City Water District's Delivery Units and Individual pursuant to the grant for FY 2016 Performance Based Bonus (PBB)

In compliance with the performance based incentive system provided under Executive Order No. 80 s. 2012, E.O. No. 201, s. 2016, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2016-1 dated May 12, 2016 and 2016-2 dated October 12, 2016, the Ligao City Water District hereby adopted the following guidelines of Ranking of Delivery Units and Individual Employee for the grant of Performance-Based Bonus for FY 2016.

COVERAGE

The Performance Based Bonus shall be granted to qualified permanent and casual employees of LCWD.

ELIGIBILITY AND RANKING OF DELIVERY UNITS

1. The delivery units of LCWD are as follows: (a). Admin/Finance Division (b) Commercial Division and (c) Technical Division
2. Ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) of employees for the rating period of January-June 2016 and July-December 2016. Delivery units shall be forced ranked according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

ELIGIBILITY OF INDIVIDUALS

1. The eligibility of agency head will depend on the eligibility and performance of their respective agency. Their PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs. STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs and has deficiency in one of its physical target/s due to controllable reasons	50%

2. Employees should receive at least "Satisfactory" rating based on approved Strategic Performance Management System (SPMS)
3. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of "Satisfactory" may be eligible to the full grant of the PBB.
4. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis, corresponding to the actual length of service required, 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%

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-rated 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
5. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
 6. Personnel found guilty of any administrative and/or criminal cases filed against and meted penalty in FY 2016 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 7. Officials and employees who failed to submit the 2015 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2016 PBB.

8. Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period as required by the COA shall not be entitled to the PBB.
9. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
10. Agency head should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their FY Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals

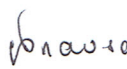
RATES OF THE FY 2016 PBB

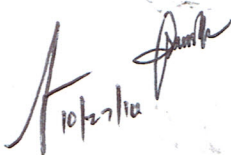
The approved final ranking of LCWD employees based on their IPCR shall be used in the forced ranking. The PBB rates of individual employees shall depend on the performance ranking of the delivery units where they belong, based on the individuals monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

EFFECTIVITY

These guidelines shall take effect immediately.


CONSORCIA P. RAÑOSA
Acting General Manager


10/27/16


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