



Republic of the Philippines
LIGAO CITY WATER DISTRICT
Natera St., Dunao, Ligao City
Email: ligaocitywaterdistrict@yahoo.com
Website: www.ligaocitywater.gov.ph
Tel./Fax No.: (052) 485-13-99

October 20, 2017

Office Memorandum No. 24 s, 2017

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 2017 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. 2017-1 dated March 9, 2017, LWUA and DBM Joint Memorandum Circular No. 2017-014-14 dated July 3, 2017, 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 2017.

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 2017 and July-December 2017. 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

3. Officials and employees who receive a "Below Satisfactory" rating under the CSC – Approved SPMS shall not be eligible to the PBB.

ELIGIBILITY OF INDIVIDUALS

1. The eligibility of agency head will depend on the eligibility and performance of their respective agency. Their PBB rate for FY 2017 shall be equivalent to 65% of their monthly basic salary. They shall not be included in the Form 1.0 – Report on Ranking of Delivery Units

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 2017 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 2016 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2017 PBB.
 8. Officials and employees who failed to liquidate Cash Advances received in FY 2017 within the reglementary period as required by the COA shall not be entitled to the FY 2017 PBB.
 9. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 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 2017 PBB to individuals.

RATES OF THE FY 2017 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, 2017, as follows:

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.

Consorcio
CONSORCIA P. RAÑOSA
Acting General Manager

1	Aguilar	Apolonio Jr	L	<i>[Signature]</i>
2	Aldea	Aldrin	M	<i>[Signature]</i>
3	Angustia	Jose	B	<i>[Signature]</i>
4	Aquino	Rolly	R	<i>[Signature]</i>
5	Arnesto	Armando	A	
6	Bagangan	Bryan	M	
7	Barcoma	Leo Leisle	B	
8	Blancaflor	Melinda	M	<i>[Signature]</i>
9	Boni	Gabriel	I	<i>[Signature]</i>
10	Casin	Nelson	C	<i>[Signature]</i>
11	De Luna	Francisco	B	<i>[Signature]</i>
12	Delgado	Jocelyn	A	<i>[Signature]</i>
13	Lisor	Fernando	B	
14	Mateum	Jomar Ryan	T	
15	Murillo	Janis	C	<i>[Signature]</i>
16	Odoño	Marenel	N.	<i>[Signature]</i>
17	Orbeta	Caesar	U	

18	Orbillo	Josephine	M	<i>[Signature]</i>
19	Osiana	Bella	A	<i>[Signature]</i>
20	Poot	Edlordes	P	<i>[Signature]</i>
21	Porcalla	Yolanda	B	<i>[Signature]</i>
22	Quinto	Ronaldo	O	<i>[Signature]</i>
23	Rañosa	Conсорcia	P	
24	Rañosa	Marlon	Y	
25	Reyes	Eduardo	A	
26	Ros	John Michael	F	<i>[Signature]</i>
27	Sandagon	Arnulfo	B	<i>[Signature]</i>
28	Talusig	Elpidio	P	
29	Valencia	Jorge	T	<i>[Signature]</i>
30	Copones	Arjun	O.	<i>[Signature]</i>
31	Esperon	Emmanuel	E.	<i>[Signature]</i>
32	Jaucian	Michaela	D.	<i>[Signature]</i>
33	Sadia	Alan	B	