



Republic of the Philippines  
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Office Memorandum No. 26 s, 2018

To: All Employees

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

Subject: Guidelines in Ranking of Ligao City Water District's Delivery Units and Individual pursuant to the grant for FY 2018 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. 2018-1 dated May 28, 2018, 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 2018.

#### 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 2018 and July-December 2018. 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 2018 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 2018 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 2017 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2018 PBB.
  8. Officials and employees who failed to liquidate Cash Advances received in FY 2018 within the reglementary period as required by the COA shall not be entitled to the FY 2018 PBB.
  9. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 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 2018 PBB to individuals.
  11. Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Agency fails to comply with any of these requirements.

## RATES OF THE FY 2018 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, 2018, 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**  
 General Manager

1	Aguilar	Apolonio Jr	L		18	Poot	Edlordesa	P	
2	Aldea	Aldrin	M		19	Porcalla	Yolanda	B	
3	Aquino	Rolly	R		20	Quinto	Ronaldo	O	
4	Arnesto	Armando	A		21	Rañosa	Conсорcia	P	
5	Bagangan	Bryan	M		22	Rañosa	Marlon	Y	
6	Barcoma	Leo Leisle	B		23	Reyes	Eduardo	A	
7	Blancaflor	Melinda	M		24	Ros	John Michael	F	
8	Boni	Gabriel	I		25	Sandagon	Arnulfo	B	
9	Casin	Nelson	C		26	Valencia	Jorge	T	
10	De Luna	Francisco	B		27	Alejo	Michael	F	
11	Delgado	Jocelyn	A		28	Cañal	Noel	R	
12	Lisor	Fernando	B		29	Cipriano	Cherry Ann	A	
13	Mateum	Jomar Ryan	T		30	Consulta	Roland	C	
14	Murillo	Janis	C		31	Copones	Arjun	O.	
15	Odoño	Marenel	N.		32	Esperon	Emmanuel	E.	
16	Orbillo	Josephine	M		33	Jaucian	Michaela	D.	
17	Osiana	Bella	A		34	Sadia	Alan	B	