

Form 1.0
REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

1.0 Summary of Information Required																	
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units	<u>1</u>																
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved at least 90% of performance targets	<u>1</u>																
1.3 Total No. of Filled Positions as of November 30, 2015	<u>77</u>																
1.4 Total No. of Officials and Employees Entitled to PBB	<u>82</u>																
<p>1.5 Has achieved at least 90% of each one of the FY 2015 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)</p> <p>YES _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ranking</th> <th style="text-align: center;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Top 15%</td> <td style="text-align: center;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 30%</td> <td style="text-align: center;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 55%</td> <td style="text-align: center;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table> <p>NO _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ranking</th> <th style="text-align: center;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Top 10%</td> <td style="text-align: center;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 25%</td> <td style="text-align: center;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 65%</td> <td style="text-align: center;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table>		Ranking	Performance Category	Top 15%	Best Bureau/Office/Delivery Unit	Next 30%	Better Bureau/Office/Delivery Unit	Next 55%	Good Bureau/Office/Delivery Unit	Ranking	Performance Category	Top 10%	Best Bureau/Office/Delivery Unit	Next 25%	Better Bureau/Office/Delivery Unit	Next 65%	Good Bureau/Office/Delivery Unit
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1.6 Total Amount Required for Payment of PBB	P <u>YET TO BE DETERMINED AFTER LWUA EVALUATION</u>																

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency POLOMOLOK WATER DISTRICT

(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 7.2 or Section 7.3)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Gade	Months in service in 2015	Amount of PBB
2.1 Best (__%)	Delivery Unit 1		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
TOTAL BEST							
2.2 Better (__%)	Delivery Unit 1		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Gade	Months in service in 2015	Amount of PBB
	Delivery Unit 2		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				
			TOTAL BETTER				
2.3 Good (__%)	Delivery Unit 1		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
			TOTAL GOOD				
2.4 Did not meet 90% of Targets	Delivery Unit 1						
	Delivery Unit 2						

(No PBB)	TOTAL POOR						
2.5 Did not submit SALN	Delivery Unit 1						
	Delivery Unit 2						
	TOTAL						
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1						
	Delivery Unit 2						
	TOTAL						

NOTE : Rating is dependent upon LWUA's evaluation and BOD's rating on PolWD's performance.

**GUIDELINES / MECHANICS IN RANKING OFFICES/ DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE- BASED BONUS (PBB)
FY 2015**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating and rating of offices and employees within the department / agency.)

In connection with the implementation of a performance-based incentive system per joint LWUA and DBM Memorandum Circular No. 2014-02 series of 2014, the following mechanics of ranking office and personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2015 are hereby prescribed:

Evaluation of Office:

The performance of the office shall be evaluated based on the accomplishment of committed targets which shall be set by Local Water Utilities Administration (LWUA) . LWUA shall evaluate the reasonableness of the agency based on the available resources (manpower, financial and facilities) and capability to provide necessary resources as stated in joint LWUA and DBM Memorandum Circular No. 2014-02 s. 2014.

Further, the performance of the agency shall be evaluated by LWUA based on the following eligibility criteria : (MC No. 2014-02 s. 2014; Sec. 4.0, 4.1)

- Achieve at least 90% of each one of their performance targets for the delivery of MFOs, Support to Operation (STO) and General Administration and Support Services (GASS) for the year'
- Satisfy 100% of the good performance conditions set by the AO 25 Interagency Task Force (IATF) for FY 2014; and
- Payment of applicable taxes.
- Rank performance of delivery units and the personnel within these units.

Internally, the BOD shall evaluate the performance of the head of the agency based on the percentage of accomplishment of the BOD approved institutional targets with reference to 90% of achievement of MFOs, STO and GASS together with LWUA parameters using the OPCR form.

Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE OF CATEGORY OF DELIVERY UNIT
Top 10%	BEST Delivery Unit / Division
Next 25%	BETTER Delivery Unit
Next 65%	GOOD Delivery Unit

Evaluation of Personnel :

The personnel shall be ranked based on their individual performance targets aligned with the agency’s BOD approved institutional targets with integration of LWUA’s parameters. Accomplishments of targets shall be rated for the last two (2) rating periods using CSC’s SPMS Office Performance Commitment Review (OPCR) for the General Manager, Department Manager and Division Managers and Individual Performance Commitment Review (IPCR) forms for the rest of the employees.

Employees in the offices that ranked Good, Better and Best shall be entitled to PBB in varying rates provided they got a performance rating of at least Satisfactory based on the CSC’s approved SPMS. Those with one (1) year in the service as of December 2014 shall be entitled to full payment of PBB. Those who have rendered a minimum of nine (9) months of service during the fiscal year shall be entitled to pro-rated PBB 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 rate of PBB incentive shall be as follows:

**RATES OF PERFORMANCE – BASED BONUS INCENTIVES
(Divisional and Individual Personnel)**

Performance Categories of offices/ delivery units	Performance Categories of Personnel		
	Best Performer	Better Performer	Good Performer
Best Delivery Unit / Division	35,000.00 (20%)	25,000.00 (35%)	10,000.00 (45%)
Better Delivery Unit / Division	25,000.00 (15%)	13,500.00 (30%)	7,000.00 (55%)
Good Delivery Unit / Division	15,000.00 (10%)	10,000.00 (25%)	5,000.00 (65%)

MARIDEE Y. CORPORAL
Head of HR

Date: October 22, 2015

ENGR. SOLITO T. TORCUATOR
Department Agency Head

Date: October 22, 2015