



## POLOMOLOK WATER DISTRICT

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### GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE- BASED BONUS (PBB) FY 2016

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

In connection with the implementation of a performance-based incentive system per IATF Memorandum Circular No. 01, series of 2016 dated May 12, 2016 and LWUA Memo Circular No. 015-16 series 2016 dated October 12, 2016; the following mechanics of ranking office and personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2016 are hereby prescribed:

- The use of Strategic Performance Management System (SPMS), which was approved by CSC Region 12 Office on November 28, 2013 shall be the basis in individual ranking of officers and employees.
- Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC- approved SPMS.
- The delivery units/ department that meet the criteria and conditions of FY 2016 Performance Targets are eligible to the FY 2016 PBB.
- Department or Divisions or Delivery units eligible to the PBB shall be forced ranked according to the following categories:

#### Ranking

Top 10%  
Next 25%  
Next 65%

#### Performance Category

Best Department / Division/ Delivery Unit  
Better Department / Division / Delivery Unit  
Good Department / Division / Delivery Unit

- To facilitate the ranking process, departments of PolWD are grouped into Operations and Support Groups based on the similarities of functions and responsibilities
- Only the personnel belonging to eligible delivery units/ departments are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (Annex 4).
- There shall no longer be a ranking of individuals within a delivery unit.
- The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00.

#### Performance Category

#### PBB as % of Monthly Basic Salary

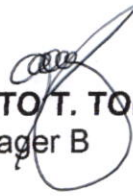
|                      |        |
|----------------------|--------|
| Best Delivery Unit   | 65%    |
| Better Delivery Unit | 57.50% |
| Good Delivery Unit   | 50%    |

- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.

- PolWD shall ensure that these mechanics shall be implemented with fairness and transparency.
- Calibration of the application of performance standards vis-a-vis the value of performance ratings shall be reviewed and conducted by the Performance Management Team (PMT).
- Submission of Form 1.0 on Ranking of Delivery Units as part of PBB requirements per IATF & LWUA guidelines shall be made on or before January 15 of the succeeding year.

In view thereof, existing System of Ranking Delivery Units and Individuals is deemed modified.

  
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