



ANGAT WATER DISTRICT

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

1. Employees of Eligible delivery units must be holding a plantilla position with permanent or Temporary appointment status and must meet the following requirements:
 - a. Must have achieved at least 90% of his/her target for the year and receive at least a satisfactory rating under the CSC Approved Strategic Performance management System (SPMS).
 - b. Liquidated all their Cash Advances received in FY 2015 within the prescribed period of COA.
 - c. Not found guilty of administrative/criminal case filed against them in FY 2015.
2. Must have rendered a minimum of 9 months of service during the fiscal year shall be granted full amount of PBB and those who rendered less than 9 months of actual service shall be prorated 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%


3. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible for PBB.
4. The Delivery unit must have achieved 100% of each of the approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Incentive Budget (PIB) of 2016 and the targets for Support to Operations (STO) and General Services (GASS) specified in Form A);
5. The Delivery Unit must have achieved at least 100% of each of their priority programs/projects
6. The Delivery Unit must have satisfied 100% of the good governance conditions to wit:
 - a. All employees under a delivery unit with cash advance/s must have been settled fullt within the prescribed period;
 - b. All employees under a Delivery Unit must have complied with the submission of Statement of Assets, Liabilities and Networth (SALN).


7. Delivery units that did not meet the 100% of their target in any one of the performance targets shall no longer be included in the forced ranking and shall not be eligible to receive PBB;
8. Delivery units shall be grouped as follows:
 - a. Administrative/General Services,
 - b. Commercial & Finance and
 - c. Production and Maintenance Division
9. The PBB Rates of Individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016 as follows, but not lower than P5,000.00

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

10. The following Rating shall be used in rating Individual performance

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives And targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.


 DORLYN C. DADOR
 Division Manager C
 Designated Head of HR
 Date: 08/5/2016


 ARTURO S. TORRES
 General Manager
 Head of Agency
 Date: 8/5/2016