



REPUBLIC OF THE PHILIPPINES  
**MONCADA WATER DISTRICT**  
MONCADA, TARLAC

**GUIDELINES IN RANKING OF DELIVERY UNITS AND INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FISCAL YEAR 2017**

- The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of his monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
- The Performance-Based Incentive (PBI) for the LWD Board of Directors shall be based on the provisions set by the Executive Order No. 65, series of 2012 subject to the following conditions:
  - The LWD has qualified for the grant of the FY 2017 PBB;
  - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
  - The Board Member has nine (9) months aggregate service in the position; and
  - The LWD has submitted the appropriate annual Board-approved Corporate Operating Budget (COB) to LWUA.
- All officers and employees of Moncada Water District who occupy regular, coterminous and casual positions shall be entitled to PBB and must meet the following criteria:
  - Must have rendered at least nine (9) months of service during the fiscal year;
  - Must have a SATISFACTORY rating under CSC approved SPMS;
  - Must have NO outstanding cash advances as of November 2017; and
  - Must complied with the submission of SALN per RA 6713.
- In determining the number of personnel to be ranked, the total number of filled plantilla positions shall be considered, including those who are on leave of absence but reported back

and served for at least nine (9) months by the end of 2017 and those who rendered a minimum of three (3) months but less than nine (9) months of service due to being a newly hired employee, retirement, resignation, rehabilitation leave, maternity leave, vacation and sick leave with or without pay, scholarship/study leave and sabbatical leave and with at least SATISFACTORY rating, shall be eligible for the grant of PBB on a pro-rata basis. Refer to the table below:

<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
8 MONTHS BUT NOT LESS THAN 9 MONTHS	90%
7 MONTHS BUT NOT LESS THAN 8 MONTHS	80%
6 MONTHS BUT NOT LESS THAN 7 MONTHS	70%
5 MONTHS BUT NOT LESS THAN 6 MONTHS	60%
4 MONTHS BUT NOT LESS THAN 5 MONTHS	50%
3 MONTHS BUT NOT LESS THAN 4 MONTHS	40%

- Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executory judgment shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
- Officers and rank and file employees shall be evaluated based on the rating obtained under the CSC approved Individual Performance Commitment and Review (IPCR)
- The rate of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of individual's monthly basic salary based on the following categories:

<b>PERFORMANCE CATEGORY</b>	<b>MULTIPLE OF BASIC SALARY</b>
BEST DELIVERY UNIT (10%)	0.65
BETTER DELIVERY UNIT (25%)	0.575
GOOD DELIVERY UNIT (65%)	0.50

  
**ENGR. ROGELIO B. MINA, JR.**  
 General Manager