



# **METRO BANGUED WATER DISTRICT**

**Corner Taft & Actividad Economia Streets**

**Bangued, Abra**

*Tel. No. 752-8001 / Fax No. 752-8169*

## **GUIDELINES IN THE RANKING OF METRO BANGUED WATER DISTRICT INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR THE YEAR 2015**

1. All officers and employees of Metro Bangued Water District who occupy regular, casual and contractual position shall be entitled to PBB and must meet the following requirements:
  - a. Must have rendered a minimum of nine (9) months of service during the fiscal year;
  - b. Should receive a rating at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
  - c. Must have achieved at least 90% of his/her target for the year;
  - d. Must have no outstanding cash advance/s as of November 2015; and
  - e. Must have complied with the submission of SALN per RA 6713.
2. 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 2015 and those who are 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 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 pro-rata basis, table 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%

**"WHENEVER YOU DRINK A GLASS OF WATER, REMEMBER THE FOREST..."**



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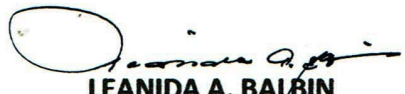
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3. Officers and rank-in -file employees shall be evaluated based on the rating obtained under the CSC approved Individual Performance Commitment and Review (IPCR);
4. Officers and rank-in-file employees of delivery units who qualified for the PBB shall be forced ranked as follows:

PERFORMANCE CATEGORY OF DELIVERY UNIT	INDIVIDUAL PERSONNEL		
	Best Performer (Outstanding)	Better Performer (Very Satisfactory)	Good Performer (Satisfactory)
BEST DELIVERY UNIT 10%	P35,000.00 20%	P20,000.00 35%	P10,000.00 45%
BETTER DELIVERY UNIT 25%	P25,000.00 15%	P13,500.00 30%	P7,000.00 55%
GOOD DELIVERY UNIT 65%	P15,000.00 10%	P10,000.00 25%	P5,000.00 65%
POOR DELIVERY UNIT	0	0	0

5. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the FY 2015 PBB. If the penalty meted out is only a reprimand. Such penalty shall not cause the disqualification to the PBB.
6. Performance-Based Incentive System (PBIS) related issues, concerns and complaints raised by employees shall be submitted in writing to the Complaints and Grievance Committee which shall review and make recommendation/s within 15 calendar days upon receipt of the said issue, concern or complaint. Recommendations made by the Complaints and Grievance Committee shall be submitted to the PMT for their action within 15 calendar days. The decision of the PMT shall be final and executory.

  
**MOILIN B. BALAORO**  
Division Manager C-Admin.

  
**LEANIDA A. BALBIN**  
General Manager

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