



# ORANI WATER DISTRICT

Orani, Bataan, Philippines

Tel. No. (+6347) 431-1262

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

### I- BACKGROUND

Pursuant to the Department of Budget and Management-Local Water Utilities Administration (DBM-LWUA) Joint Memorandum Circular No. 2014-02 dated August 29, 2014 and the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (IATF) Memorandum Circular No. 2017-1 dated March 9, 2017, the District has established the following Guidelines in the Forced Ranking of Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2017.

### II- COVERAGE

The Performance-Based Bonus shall be granted to qualified officials and employees of the District holding regular plantilla positions; including contractual and casual personnel having an employee-employer relationship based on IATF Memorandum Circular No. 2017-1.

### III- ELIGIBILITY AND RANKING OF DELIVERY UNITS AND INDIVIDUALS

1. Delivery Unit is defined as the primary subdivision of offices or departments performing substantive line of functions, technical services, or administrative support, also considering the coordination and nature of their functions as reflected in the District's organizational structure;



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2. The Delivery Unit must have achieved at least 90% of each of the approved performance targets for the delivery of MFO, STO, GASS targets for FY 2017 specified in Details of Delivery Unit/Office Performance Indicators and Targets (Form A-1);
3. The Delivery Unit must have achieved at least 90% of each of its program/project targets under the Five KRAs of EO 43 as specified in Details of Delivery Unit/Office Performance Indicators and Targets (Form A-1);
4. The Delivery Unit must have satisfied 100% of the good governance conditions:
  - Employees under the Delivery Unit have no cash advances which were not settled fully within the prescribed period; and
  - Employees under the Delivery Unit have complied with the submission of SALN per RA 6713.
5. Delivery Unit with less than 90 % accomplishment in any one of its targets for the given fiscal year shall no longer be included in the forced ranking and shall not be eligible to receive PBB;
6. Ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) of employees for January to June 2017 and July to December 2017 rating periods. Delivery units shall be forced-ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit



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7. Employees of eligible Delivery Units are qualified for the PBB, provided they have met the following requirements;
  - a. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2017;
  - b. Should receive a rating of 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 as of November 30, 2017;
  - e. Must have complied with the submission of SALN per RA 6713.
8. Employees shall be evaluated based on the rating obtained under the approved SPMS as detailed in the IPCR;
9. Officials and Employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2017 PBB;
10. In determining the number of employees to be ranked; the total number of filled-up position shall be considered including those who are on leave of absence or on official travel but has served the district for at least nine (9) months of service;
11. The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50



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12. The PMT reserves the right to utilize additional criteria for forced-ranking of DUs/employees to reflect superior accomplishments that validate the status of the OWD as a benchmark-setting organization.

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