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GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS FOR THE GRANT OF THE 2015 PERFORMANCE-BASED BONUS (PBB)

1. Delivery Unit is defined based on principal function the group is performing;
2. The Delivery Unit (DU) must have achieved at least 90% of each of MFO, STO, GASS targets for FY 2015 specified in Details of Delivery Unit/Office Performance Indicators and Targets (Form A-1);
3. The DU 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 employee must have achieved at least 90% of each of his/her program/project targets under Sections A & D of the Five KRAs of EO 43 as specified in Details of Delivery Unit/Office Performance Indicators and Targets (Form A-1);
5. The DU must have satisfied 100% of the good governance conditions:
 - Employees under the DU have no cash advances which were not settled fully within the prescribed period;
 - Employees under the DU have complied with the submission of SALN per RA 6713; and
6. DU/employee with less than 90 % accomplishment in any one of its targets for the given fiscal year must submit acceptable reasons to the management for not meeting it;
7. DUs/ personnel must have rendered at least nine (9) months of service for the year ending 31 December 2015 with at least SATISFACTORY RATING;
8. DUs/personnel shall be forced ranked as Best, Better, Good, and Poor and shall be eligible to the PBB, except Poor according to the scores in the following:
 - **70% of final score is for Quantity** The accomplishment of the DUs/ employee based on the given performance indicator.
 - **25% of final score is for Quality**Rating given by PMT to each DU or to individual based on consolidated rating scores given to him by all members of his Delivery Unit (forced ranking) concerning on how accomplishments are done in accordance with CSC , OWD policies, rules & regulations,

Citizen Charter; teamwork; effectiveness and the over-all effort in building/ protecting the image and integrity of the organization.

- **5 % of final score Timeliness and Efficiency...**Rating given by the Performance Management Team (PMT) to each DU or individual based on consolidated rating scores given to him by all members of his delivery unit (forced ranking).

The sum of the DUs first, second and third ratings shall be the PMTs basis in the final forced ranking;

9. The Good, Better and Best DUs shall be forced ranked according to the DBM-LWUA MC No. 2015-01, to wit:

Ranking	Performance Category
Top 15%	Best Delivery Unit
Next 20%	Better Delivery Unit
Next 55%	Good Delivery Unit

10.The grant of the PBB shall be based on the performance of individual DU/ employee with the rate of incentive as a multiple of individual’s monthly basic salary in accordance with LWUA approved guidelines:

Percentile	Multiple
Top: Maximum 15%	2.0
Next: Maximum 20%	1.5
Remaining: Minimum 55%	1.0

EXCEPT: The rate of incentive as a multiple of individual monthly salary shall be:

For SG – 8

Best : X 2.5

Better : X 1.5

Good : X1.0

For SG – 10

Best : X 2.3

Better : X 1.5

Good : X 1.5

11.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.