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"Together We can Do it"

GUIDELINES/MECHANICS IN RANKING AND RATING FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2016

I. RANKING OF DELIVERY UNITS

Pursuant to the AO 25 IATF issued Memorandum Circular MC No. 2016-01 dated May 12, 2016 which prescribes the criteria and conditions for the grant of the PBB for FY 2016, item 8.1 of the said MC states that bureau, offices or delivery units eligible to PBB shall be forced rank according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

As practiced the performance of our agency's delivery units was evaluated yearly to determine whose division will be the best, better or good. Consequently, the basis of ranking is through the average rating of each division performance commitment review (DPCR) based on our approved and functional Strategic Performance Management System (SPMS)

II. RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the employee's monthly basic salary as of December 31, 2016 but not lower than Php5,000.00. It is illustrated as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65.00%
Better Delivery Unit	57.50%
Good Delivery Unit	50.00%

III. ELIGIBILITY OF INDIVIDUALS

1. Employees should receive a rating of at least "Satisfactory " based on the agency's CSC-approved Strategic Performance Management System (SPMS)

2. Employees who has rendered at least nine (9) months of service in FY 2016 and with at least "Satisfactory" rating will be eligible to the full grant of the PBB.
3. An official employee who has rendered less than nine (9) months but a minimum of three (3) months in service and with at least "Satisfactory" rating shall be eligible to the grant of PBB on a pro-rata basis illustrated as follows:

Length of Service	% of PBB Rate
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%

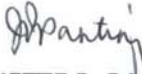
The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- i. Being a newly hired employee;
 - ii. Retirement;
 - iii. Resignation;
 - iv. Rehabilitation leave;
 - v. Maternity leave and/or Paternity Leave;
 - vi. Vacation or Sick Leave with or without pay;
 - vii. Scholarship/Study leave;
 - viii. Sabbatical leave
4. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB.
 5. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 6. Employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the FY 2016 PBB.
 7. Employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by COA shall not be entitled to the FY 2016 PBB.

FEEDBACK MECHANISM

Performance-Based Incentive System (PBIS) – any related issues/complaints raised by the employees shall be submitted in writing to the Grievance Committee. Then within ten (10) working days, the Committee shall study the said concerns and make recommendations that will be submitted to the management team. Consequently, upon receipt of the Grievance Committee report, the management team will resolve the issues within 10 working days. The management decision shall be final and executory.

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