



GUIDELINES IN RANKING OF DELIVERY UNITS AND INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE YEAR 2016

1. All officers and employees of Moncad 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 2016;
 - Must 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 2016 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 or 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:

LENGTH OF SERVICE	% of PBB
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%

3. Officers and rank-and-file employees shall be evaluated based on the rating obtained under the CSC approved Individual Performance Commitment and Review (IPCR).

4. Officers and rank-and-file employees of delivery units who qualified for the PBB shall be forced ranked as follows:

PERFORMANCE CATEGORY OF DELIVERY UNIT	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.50%
Good Delivery Unit (65%)	50%

5. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016 shall not be entitled to FY 2016 PPB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of PBB.



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