



MASANTOL WATER DISTRICT
Masantol, Pampanga
TIN No. 003-741-317
Tel. No. (045) 435 – 4697

**GUIDELINES IN THE RANKING OF MASANTOL WATER DISTRICT
OFFICES/DELIVERY UNITS & INDIVIDUAL FOR THE GRANT OF THE
PERFORMANCE BASED BONUS (PBB) FOR THE YEAR 2016**

1. All officers and employees of Masantol Water District, who occupy regular plantilla and casual positions, shall be entitled to PBB and must meet the following requirements.
 - a. Must have rendered at least 9 months of actual service for the year ending December 31, 2016 with at least “Satisfactory” rating will be eligible to the full PBB grant. An employee who rendered a minimum of 3 months but less than 9 months of service shall eligible for the grant of PBB on a prorated basis;
 - b. Should received a rating of at least satisfactory under the CSC approved Strategic Performance Management System (SPMS);
2. Excluded from the grant of PBB are as follows;
 - a. Employee on vacation or sick leave with or without pay, for an entire year
 - b. Personnel guilty of admin and/or criminal cases and meted penalty in FY 2016. *If penalty is only a reprimand, such penalty shall not cause disqualification.*
 - c. Officials and employees who failed to submit the 2015 SALN
 - d. Officials and employees who failed to liquidate Cash Advance received in FY 2016 within the reglementary period.
 - e. Official and employees who failed to submit their complete SPMS Forms
 - f. Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to respective SALN repository agencies, liquidated the FY 2016 Cash Advances, and complete SPMS Forms. These will be bases for the release of FY 2016 PBB to individuals.

3. Ranking of Delivery Units

Delivery units eligible to the PBB 2016 shall be ranked according to the following categories;

Bureaus/Office/ Delivery Units

RANKING	PERFORMANCE CATEGORY
10%	Best Delivery Unit / Office
25%	Better Delivery Unit / Office
65%	Good Delivery Unit / Office

4. Ranking of Individuals

PBB rates of individuals shall depend on the performance ranking of the bureau or delivery unit where they belong.

Based on the individual's monthly basic salary as of December 31, 2016

Ranking of Delivery Units and Rates of FY 2016 PBB

PERFORMANCE CATEGORY	PBB as % of Monthly Basic Salary
BEST	65%
BETTER	57.5%
GOOD	50%

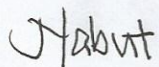
Or Php 5,000 if the PBB% of monthly basic salary is lower than Php 5, 000

5. Eligibility of Agency Head

PBB of agency heads shall be based on the monthly basic salary as of December 31, 2016 depending on the eligibility and performance of the respective department/agency

Performance of Eligibility Agency	% of PBB Rate
Agency achieved all GGCs, and its physical targets In all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and with deficiency/ies In some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and with deficiency in one of its Physical target/s due to controllable reasons	50%

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