

*OFFICE OF THE GENERAL MANAGER*

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**OFFICE ORDER**

Date: : **November 20, 2018**

From : **THE GENERAL MANAGER**

TO : **ALL REGULAR AND CASUAL EMPLOYEE**

Subject : **SYSTEM OF RANKING DELIVERY UNITS AND  
INDIVIDUAL EMPLOYEE FOR THE GRANT OF  
PERFORMANCE BASED BONUS (PBB) FY 2018**

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In view of the Local Water Utilities Administration (LWUA) Memorandum Circular No. 015.15 providing for the Guidelines on the Ranking of Local Water Districts Delivery Units relative to the Grant of Performance Based Bonus for Fiscal Year 2018 per Executive Order No. 80, the following System of Ranking of Delivery Units and Individual Employee for the Grant of Performance Based Bonus is hereby adopted for implementation in the Office of DEL GALLEGO WATER DISTRICT (DGWD).

1. The forced ranking of Delivery Units and Individual Employees for the granting of the 2018 Performance Based Bonus shall be guided by Memorandum Circular No. 015-15 issued by the Local Water Utilities Administration (Guidelines on the Ranking of Local Water Districts Delivery Units relative to the Grant of the Performance Based Bonus for Fiscal Year 2018 per Executive Order No. 80).
2. Forced Ranking of Delivery Units
  - a. Delivery units shall be forced ranked to determine equivalent value of the PBB using the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in Rating and Ranking of employees.
  - b. The following are delivery units in the Office of Del Gallego Water District:
    - a. Administrative and Finance Section
    - b. Commercial Section
    - c. Operation and Technical Section

- c. Ranking of the delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) within the delivery units using the Office Performance Commitment and Review (OPCR). Forced ranking shall be according to categories in 7.5 of Memorandum Circular No. 2018-01 as follows:

**For the best bureau, office or delivery unit:**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

**For the better bureau, office or delivery unit:**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

**For the good bureau, office delivery unit:**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

**3. Forced Ranking of Individual Personnel**

- a. The employees shall be forced rank within each delivery unit subject to the estimated budget ceiling per agency for FY PBB 2018 using the Individual Performance Commitment and Review (IPCR). The eligibility of individuals with at least "Satisfactory" performance rating under IATF Memorandum Circular No. 2018-1 shall apply.
- b. Evaluation and ratings shall be based on the Individual Performance Commitment and Review of employees that has been duly reviewed/calibrated by the Performance Management Team.
- c. The Performance Management Team (PMT) created under the DEL GALLEGO WATER DISTRICT SPMS shall act as appeals body and final arbiter if performance management issues arise.
- d. Approved final ranking of individual personnel shall be used in the forced rank according to the following category as per Memorandum Circular No. 015-15:

**Best Delivery Units:**

Rank	Individual Performance Category	Rates per 7.2 MC No. 2014-02	
Top 20%	Best Performer	Php	35,000.00
Next 35%	Better Performer	Php	20,000.00
Next 45%	Good Performer	Php	10,000.00

**Better Delivery Units:**

Rank	Individual Performance Category	Rates per 7.2 MC No. 2014-02	
Top 15%	Best Performer	Php	25,000.00
Next 30%	Better Performer	Php	13,500.00
Next 55%	Good Performer	Php	7,000.00

**Good Delivery Units:**

Rank	Individual Performance Category	Rates per 7.2 MC No. 2014-02	
Top 10%	Best Performer	Php	15,000.00
Next 25%	Better Performer	Php	10,000.00
Next 65%	Good Performer	Php	5,000.00

For your information and guidance.

  
**EVELYN B. GARCIA, DMD.**  
General Manager D