



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

OFFICE ORDER 15-17

TO : ALL PERMANENT AND CASUAL EMPLOYEES

Date : 08 September, 2017

Subject : **SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL PERSONNEL PURSUANT TO THE GRANT OF PERFORMANCE-BASED BONUS FY 2017**

In view of the Local Water Utilities Administration (LWUA)-Department of Budget and Management (DBM) Memorandum Circular No.2014-2, LWUA Memorandum Circular No. 013-15, Executive Order no. 80 and the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular no. 2016-1 and 2016-2, be hereby informed that the following System of Ranking of Delivery Units and Individual employee for the **Grant of Performance-Based Bonus for year 2017** is hereby adopted for implementation:

Coverage

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of ICWD.

Eligibility and Ranking of Delivery Units

1. *Delivery Units* as defined in the LWUA memorandum circular refer to "Divisions" of the ICWD responsible for the achievement of the Major Final Output (MFO) and committed to performance targets which are tracked by a reporting system within the year and verified by the Local Water Utilities Administration (LWUA). Hence, *Delivery Units* of the Iriga City Water District are as follows:

- a.) Administrative Division
- b.) Commercial Division
- c.) Technical Division

2. **Ranking of delivery units** shall be based on the average rating of all the *Individual Performance Commitment and Review (IPCR)* of employees for the January to June 2017 and July to December 2017

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rating periods. Delivery Units shall be forced-ranked according to the following categories:

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

Eligibility of Individuals

1. The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 report on agency rating and ranking.
2. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory rating may be eligible to the full grant of PBB.
3. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least satisfactory rating shall be eligible for the grant of PBB on a Pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB
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 to be considered for PBB on a pro-rata basis:

- a.) Being a newly hired employee;
- b.) Retirement;
- c.) Resignation;
- d.) Rehabilitation Leave;
- e.) Maternity Leave and/or Paternity Leave;
- f.) Vacation or Sick Leave with or without pay;
- g.) Scholarship/Study Leave;
- h.) Sabbatical Leave.

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4. An employee who is on vacation or sick leave, leave without pay, for the entire year, is not eligible to the grant of the PBB.
5. Personnel found guilty of administrative and/or criminal cases in the FY 2017 by formal and executor judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
6. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC memorandum circular no. 3 s.2015, shall not be entitled to the FY 2017 PBB.
7. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2017 within the reglementary period, as prescribed in COA circular 97-002 dated February 10, 1997 and reiterated in COA circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
8. Officials and employee who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
9. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 cash advances, and completed the SPMS forms, as these will be the basis for release of FY 2017 PBB to the individuals.
10. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel services budgets, as follows:
 - a. Consultants and experts hired to perform specific activities or services with expected outputs;
 - b. Laborers hired through job contracts (PAKYAW) and those paid on piecework basis;
 - c. Students laborers and apprentices; and'
 - d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

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Ranking Of delivery of Units

LWDs and their corresponding delivery units that meet the criteria and conditions in section 5.1 are eligible to the PBB for FY 2017.

1. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

2. When identifying and determining delivery units, LWDs must be guided by the LWUA MC 015-2016. A delivery units is the primary subdivision of the LWD Performing substantive line functions , technical services or administrative support, as reflected in the LWD's organizational structure /functional chart.
3. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action , individual ranking shall no longer be included in the form 1.0
4. Officials and employees who receive a "below satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.
5. Officials and employee who did not file SALN and failed to liquidate their cash advances in FY2017 shall not be eligible to the PBB.
6. The resulting tanking of offices/delivery units shall be indicated in form 1.0 (annex3).

Rates of enhanced PBB

The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary based on the following categories:

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Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

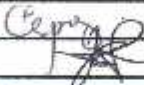

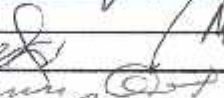
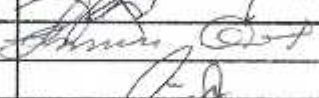
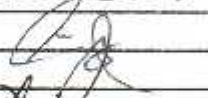
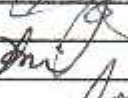



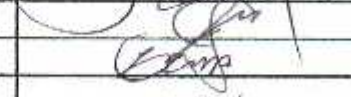

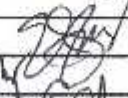
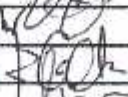



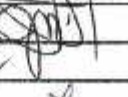
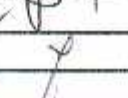


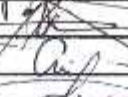
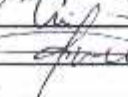
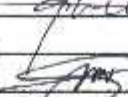


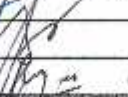


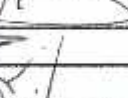
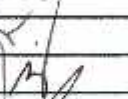
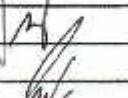
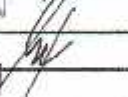
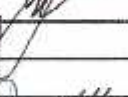
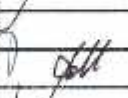
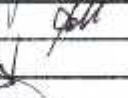

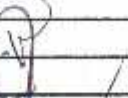


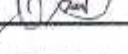




Furthermore, as one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

For your information and guidance.


ROMULO M. CORPORAL, JR.
General Manager 

**IRIGA CITY WATER DISTRICT
PERMANENT EMPLOYEES**

OFFICE ORDER # 15-17

Name of Employee	Signature
1 Agapito, Crizzel A.	
2 Alanis, Benito N.	
3 Alcomendas, Salvador D.	
4 Andalis, Antonio V.	
5 Avila, Ramon A.	
6 Bagacina, Jr., Julian P.	
7 Ballester, Jose L.	
8 Belmonte, Sedney J.	
9 Benosa, Enrique I.	
10 Bolima, Jose C.	
11 Camila, Claro R.	
12 Cerillo, Jr., Juan M.	
13 Concepcion, Domy P.	
14 Corporal, Jr. Romulo M.	
15 Cruzata, Antonio Edwin S.	
16 Cruzata, Marietta H.	
17 Cuebillas, Randy T.	
18 De Villa, Eunil Benidect V.	
19 Ersolada, Dante B.	
20 Esplana, Perpetou Jay N.	
21 Fenis, Jr., Jonel Feliciano R.	
22 Francia, Evelyn I.	
23 Fucio, Joseph Ulysses P.	
24 Gonzales, Manuel S.	
25 Gozum, Billy G.	
26 Ibarreta, Jr., Teofilo N.	
27 Idioma, Analene A.	
28 Ignao, Gilbert B.	
29 Laganzon, Paulino L.	
30 Lancaon, Cristopher R.	
31 Luceña, Lina DR.	
32 Margale, Kim Sergius R.	
33 Marzan, Maribeth O.	
34 Monponbanua, Antonio B.	
35 Montañez, Manny B.	
36 Monte, Rebecca O.	
37 Oliva, Rene D.	
38 Paz, Wilfredo B.	
39 Rariza, Amalia D.	
40 Recio, Jose S.	
41 Rombaon, Lawrence S.	
42 Ronda, Anocito N.	
43 Salenga, Joy Shantal O.	
44 Salvadora, Albert A.	
45 Samar, Joy H.	
46 Sanchez, Kharin D.	
47 Sedilla, Joseph B.	
48 Taduran, Jerry T.	
49 Turallo, Juliet Annabelle H.	
50 Valle, Mario D.	
51 Vargas, Francisco Hilario N.	

**IRIGA CITY WATER DISTRICT
LIST OF PERSONNEL**

OFFICE ORDER # 15-17

NAME OF EMPLOYEE		SIGNATURE
CASUAL		
1	Achero, Marlo M.	
2	Ampongan, Marlon R. (suspended 2/1/17)	
3	Bagamasbad, Aldwin A.	
4	Beatriz, Jacinto F.	
5	Borromeo, Neil Adrian S.	
6	Cervas, Jerry C.	
7	Dorosan, Joy M.	
8	Laniog, Johnlery N.	
9	Laurentes, Jose G.	
10	Luceña, Lowel Jun	
11	Manaog, Domino L.	
12	Martinez, Juliet P.	
13	Negrete, Darry N.	
14	Neri, Princess Korine DV.	
15	Ornido, Bernardo F.	
16	Prima, Marlon C.	
17	Ragasa, Lea B.	
18	Rivera, Raffy M.	
19	Sario, Dionolito C.	
20	Tibi, Jr. Hiram I.	