



# IRIGA CITY WATER DISTRICT

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

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

## OFFICE ORDER 12-18

TO : ALL PERMANENT AND CASUAL EMPLOYEES (attached list)

Date : 2 August, 2018

Subject : **SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL PERSONNEL PURSUANT TO THE GRANT OF PERFORMANCE-BASED BONUS FY 2018**

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, s. 2012, Executive no. 201, s. 2016 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 2018** 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. Hence, *Delivery Units* of the Iriga City Water District are as follows:

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

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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 2016 and July to December 2016 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. ICWD acknowledges the Strategic Performance Management System (SPMS) ratings as the requirement for the grant of the Performance-Based Bonus (PBB) of its employees, in accordance with the criteria and conditions, the Major Final Outputs (MFOs) and Performance Indicators (PIs) indicated in the LWUA Memorandum Circular.

2. Employees should receive a rating of at least "Satisfactory", based on the Strategic Performance Management System (SPMS).

3. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of "Satisfactory" may be eligible to the full grant of the PBB.

4. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis, corresponding to the actual length of service required, 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%

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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-rated 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

5. Personnel found guilty of any administrative and/or criminal cases filed against them and meted penalty in FY 2016 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. Officials and employees who failed to submit the 2015 SALN prescribed in the rules provided under CSC Memorandum Circular No. 4, s. 2016 shall not be entitled to the FY 2016 PBB.

7. Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period as required by the COA shall not be entitled to the PBB.

## **Forced Ranking of Individuals**

1. Evaluation and ratings shall be based on the IPCR of employees that has been duly reviewed and calibrated by the Performance Management Team.

2. Performance ratings of employees who have been transferred to another division must be included in the ranking delivery unit where they have been served longer for the year 2016.

3. Employees having the same final performance ratings but falling under different percentage distribution shall be decided upon by the concerned division managers for final ranking.

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4. Ratings of employees shall be confirmed by their division managers. The approved final ranking of Individual personnel shall be used in the **forced ranking** according to the following category per LWUA-DBM MC No. 2014-02 and IATF Memorandum No. 2016-1. The PBB rates of individual employees 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, as follows, but not lower than Php5,000:

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.

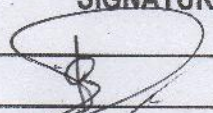


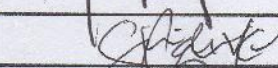
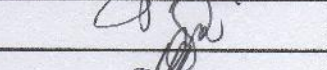
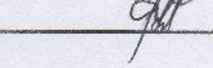

  
**ROMULO M. CORPORAL, JR.**  
General Manager



## IRIGA CITY WATER DISTRICT

### OFFICE ORDER 12-18: System of Ranking of Delivery Units and Individual Personnel Pursuant to the Grant of Performance-Based Bonus FY 2018

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Name of Employee		SIGNATURE
1	Corporal, Jr. Romulo M.	
2	Fucio, Joseph Ulysses P.	
3	Idioma, Analene A.	
4	Margate, Kim Sergius R.	
5	Neri, Princess Korine DV.	
6	Ragasa, Lea B.	
7	Salvadora, Albert A.	

7/2/2018