



## SAN RAFAEL WATER DISTRICT

Poblacion, San Rafael, Bulacan  
Tel. No. (044) 892-07-90/ (044) 902-04-74  
Hotline No. 09237147224

### GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS(PBB) FY 2016

In compliance with Memorandum Circular No. 2016-1 dated May 12, 2016 "GUIDELINES ON THE GRANT OF THE PERFORMANCE BASED-BONUS ( PBB ) FOR FY 2016 under Executive Order No. 80, the following are the guidelines in the system of ranking delivery units and individuals:

#### ELIGIBILITY OF INDIVIDUALS :

1. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS;
2. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least: Satisfactory";
3. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating maybe eligible to the full grant of the PBB;
4. 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

**Table 2**

Length of Service	% of PBB Rate
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%



## SAN RAFAEL WATER DISTRICT

Poblacion, San Rafael, Bulacan  
Tel. No. (044) 892-07-90/ (044) 902-04-74  
Hotline No. 09237147224

### RANKING OF INDIVIDUALS and DELIVERY UNITS

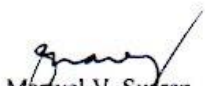
Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to the FY 2016 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked. Only the personnel belonging to eligible offices or delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery units.



The ranking of 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 ).

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:

Table 3

PERFORMANCE CATEGORY	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

  
Marivel V. Suarez  
Division Manager C  
Date : Oct. 27, 2016

  
Engr. Numeriano M. Castañeda , Jr.  
General Manager   
Date : Oct. 27, 2016