



Republic of the Philippines
PILI WATER DISTRICT

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RCN: OGM-091918-551

OFFICE ORDER

Date : **September 19, 2018**
From : **THE GENERAL MANAGER**
For : **ALL REGULAR AND CASUAL PERSONNEL**
Subject : **SYSTEM OF RANKING DELIVERY UNITS FOR FISCAL YEAR 2018 PERFORMANCE BASED BONUS (PBB)**

Pursuant to Item No. 8.0 of the Memorandum Circular No. 2018-1 of the Inter Agency Task Force on the Harmonization of the National Government Performance Monitoring and Reporting Systems dated May 28, 2018, providing for the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under EO No. 80 s. 2012 and EO No. 201 s. 2016, the following System of Ranking of Delivery Units for the Grant of Performance Based Bonus is hereby adopted for implementation in the Office of Pili Water District;

1. The following are delivery units in the Office of Pili Water District:
 - a. Office of the General Manager
 - b. Administrative and General Services Department
 - c. Finance and Commercial Services Department
 - d. Engineering and Operations Department
2. Delivery Units shall be forced ranked in accordance with the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

3. The Department Performance Commitment and Review Form (DPCR Form) of each department shall be used in the ranking of delivery units. However, the ranking of Office of the General Manager shall be determined using the average rating in the Individual Performance Commitment and Review Form (IPCR Form) of the employees within the said Office.
4. Only personnel belonging to the eligible delivery units and has a rating of at least "Satisfactory" in the CSC-Approved PIWAD Strategic Performance Management System (PIWAD-SPMS) are qualified for the Performance Based Bonus.

5. The rates of the PBB shall for each individual shall be based on the performance ranking of the individual's department or office or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018 based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

6. To ensure transparency and to guide all delivery units and employees this Office Order shall also be posted in the PIWAD Bulletin Boards and Official Website of the District.



ENGR. PAULINO S. CUNANAN
General Manager