

PILI WATER DISTRICT

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OFFICE ORDER

Date : September 4, 2017
From : THE GENERAL MANAGER
For : ALL PERMANENT AND CASUAL PERSONNEL
Subject : SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUAL EMPLOYEE FOR THE GRANT OF FISCAL YEAR 2017 PERFORMANCE BASED BONUS (PBB)

In view of the LWUA-DBM Joint Circular No. 2017-014-17 dated July 3, 2017 providing for the Guidelines on the Grant of the Fiscal Year 2017 Performance Based Bonus for Local Water Districts, the Office of the Pili Water District hereby adopts the following System of Ranking of Delivery Units and Individual Employee for the Grant of Performance Based Bonus as Category B Water District;

1. Delivery Units

- a. The Office of Pili Water District shall be composed of the following Delivery Units:
- Office of the General Manager
 - Administrative and Human Resources Department
 - Finance and Commercial Services Department
 - Engineering and Operations Department

2. Ranking of Delivery Units

- a. Delivery units shall be ranked according to the following categories:

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

- b. The ranking of delivery units shall be determined using the Final Rating in the Department Performance Commitment and Review (DPCR) of each delivery units.

3. Eligibility and Rates of PBB of Individual Employee

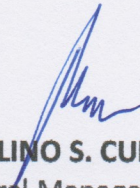
- a. An official or employee who has rendered a minimum of nine months of service during the fiscal year and with at least a Satisfactory Rating may be eligible to full grant of the PBB.
- b. An official or employee who rendered less than nine months but a minimum of 3 months of service with at least Satisfactory Rating shall be eligible for the grant of PBB on a pro-rata basis 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%

- c. The following are the valid reasons for an employee who may have not met the nine months' actual service to be considered for PBB on a pro-rata basis:
 - i. Being a newly hired employee
 - ii. Retirement
 - iii. Resignation
 - iv. Rehabilitation Leave
 - v. Maternity Leave and/or Sick Leave
 - vi. Vacation or Sick Leave with or without pay
 - vii. Scholarship/Study Leave and
 - viii. Sabbatical Leave
- d. Officials and employees who fail to submit the 2016 SALN shall not be entitled to 2017 PBB.
- e. Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executive judgment shall not be entitled to the PBB except when the penalty meted out is reprimand.
- f. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in 2017 shall not be eligible to 2017 PBB.
- g. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the 2017 PBB.
- h. Excluded from the PBB are those hired without employer-employee relationships and paid from Non-Personnel Services budgets.
- i. The PBB rates of individual employees shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of the individual monthly basic salary based on the following category:

Performance Category	Multiple of the Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

For your information and guidance.


ENGR. PAULINO S. CUNANAN
General Manager