



Republic of the Philippines
PILI WATER DISTRICT

Sta. Rita Agro Industrial Park ,San Jose ,Pili ,Camarines Sur
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Management System
ISO 9001:2015
www.tuv.com
ID 9108641792

RCN : OGM-082520-700

OFFICE ORDER

Date : **August 25, 2020**

From : **THE GENERAL MANAGER**

To : **ALL REGULAR AND CASUAL PERSONNEL**

Subject : **SYSTEM OF RANKING DELIVERY UNITS FOR FISCAL YEAR 2020 PERFORMANCE BASED BONUS (PBB)**

In accordance with Section 7.0 of the Memorandum Circular No. 2020-1 of the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring and Reporting Systems dated June 2, 2020, providing the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 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 the 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 according to the following categories:

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

3. The declarations of responsible offices/delivery units in the completion of each critical service or other key processes and each Department's Performance Commitment and Review Form (DPCR Form) shall be the basis for equitable performance ranking of delivery units.
4. Only personnel belonging to the eligible delivery units and has a rating of at least "Satisfactory" on the CSC-Approved PIWAD Strategic Performance Management System (PIWAD-SPMS) are qualified for the Performance-Based Bonus.
5. The rates of the PBB for each individual shall be based on the performance ranking of the individual's department or office or delivery units with the rate of incentive as a

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

6. To recognize the high performance of government employees to the achievement of agency targets and requirements for the grant of the FY 2020 PBB, PIWAD shall list the names of employees who belong in the Best Delivery Units.

7. To heighten transparency and to guide all delivery units and employees with this system of ranking, the district shall cascade to its employees the guidelines/mechanics in ranking delivery units through issuance of this Office Order which shall also be posted in PIWAD's Bulletin Boards and the District's Official Website.

Recommending Approval:

HRPMT COMMITTEE


AILEEN R. MARCAIDA
 Member


CZARINA C. DECENA
 Member


JOAN T. AGOR
 Member



JUDY B. NAVALES
 Member


NILO T. VALENCIA
 Member


JEHAN D.T. REBANCOS
 Secretariat


ANNAFE COLLAO-PATO
 HRPMT Chairperson

Approved by:


ENGR. PAULINO S. CUNANAN
 General Manager



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CASCADING EFFORTS

THE GUIDELINES/SYSTEM OF RANKING DELIVERY UNITS IN THE GRANT OF PERFORMANCE BASED BONUS (PBB) 2020 IS CASCADED TO THE EMPLOYEES OF PIWAD THROUGH THE FOLLOWING METHODS:

1. Posting in the E-Bulletin

The Guidelines/System of Ranking Delivery Units in the grant of the 2020 Performance Based Bonus is posted in the E-Bulletin of the District.

2. Facebook PIWAD Group

The District has created a PIWAD Group where all employees with existing Facebook accounts have access to notices and announcements for the information and guidance of all employees.

3. Posting at the Different Offices/Units

The Guidelines/System of Ranking Delivery Units was also posted at the different offices/units to ensure that all employees have access to information.

4. Staff and Committee Meetings

Policies and guidelines are discussed during quarterly staff meetings. These are also discussed during Management Committee meetings which are further cascaded through Committee huddles with Supervisors.

For queries, please contact the Administrative and Human Resources Division at (054) 477-7131 local 105.


ENGR. PAULINO S. CUNANAN

General Manager