

BAYAWAN WATER DISTRICT

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

1. The Agency's Performance Rating will be identified first if it is able to achieve at least 90% of each of the performance targets for the delivery of the Major Final Outputs (MFOs).
2. The Agency will then be divided into Two (2) Delivery Units – Administrative Division and Technical Division.
3. The Delivery Unit or Division with an Outstanding Performance or Performance of at least 90% of the targets for each one of their performance targets for the delivery of Major Final Outputs (MFOs) will then be identified. The Delivery Unit that will incur the HIGHEST Performance Target/Rating is the one that will be considered as the BEST Delivery Unit.
4. The Ranks or staff under each Delivery Units will then be FORCED RANK according to the result of their Strategic Performance Management System (SPMS) Rating from January to December 31, 2015. Corresponding Performance-Based Bonus (PBB) amount will depend on the acquired rating of the respective employee's Delivery Unit/s.
5. The highest amount of the Performance-Based Bonus (PBB) for the Best Performer/s of the BEST Delivery Unit/Bureau is Php 35, 000.00.
6. The highest amount of the Performance-Based Bonus (PBB) for the Best Performer/s of the BETTER Delivery Unit/Bureau is Php 20, 000.00.
7. For the Delivery Unit or Division that will incur the HIGHEST Performance Rating:
 - ❖ 20% of the employees under said Delivery Unit or Division will be identified as the BEST Performer (Outstanding).
 - ❖ 35% of the employees under said Delivery Unit or Division will be identified as the BETTER Performer (Very Satisfactory).
 - ❖ 45% of the employees under said Delivery Unit or Division will be identified as the GOOD Performer (Satisfactory).
8. For the Delivery Unit or Division that will incur the LOWEST Performance Rating:
 - ❖ 15% of the employees under said Delivery Unit or Division will be identified as the BEST Performer (Outstanding).
 - ❖ 30% of the employees under said Delivery Unit or Division will be identified as the BETTER Performer (Very Satisfactory).
 - ❖ 55% of the employees under said Delivery Unit or Division will be identified as the GOOD Performer (Satisfactory).
9. The AMOUNT of the Agency Head's Performance-Based Bonus (PBB) will be the same as the amount given to the BEST PERFORMER of the Delivery Unit or Division that will incur the HIGHEST Performance Rating.


JOANNA LYNN R. TRAYVILLA
HRMO Designate

Date: 10/27/15


ALMA L. ABRASALDO
Agency Head

Date: 10/29/15