



Republic of the Philippines
BAGO CITY WATER DISTRICT
Social Justice Complex
Rafael Salas Drive
Bago City, Negros Occidental
Tel.No. (034) 4610-365

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2018

1. As a Category C Water District with a straight-line organizational structure, the Bago City Water District employees shall be rated as individual and shall be forced ranked according to his/her performance rating from highest to lowest based on the approved Strategic Performance Management System (SPMS) of the agency.
2. If the Bago City Water District meets the criteria and conditions for the grant of PBB for the year 2018, eligible employees shall be forced ranked according to the following categories:


| Ranking | | Individual Performance Category |
|----------------|-----|--|
| Top | 10% | Best Performer |
| Next | 25% | Better Performer |
| Next | 65% | Good Performer |

3. The PBB rates shall depend on the individual's performance ranking and his/her monthly basic salary as of December 31, 2018 or Php 5,000.00 if the PBB of the monthly basic salary is lower than Php 5,000.00, if the PBB % of the monthly basic salary is lower than Php 5,000.00.


| Performance Category | PBB as % of Monthly Basic Salary |
|-----------------------------|---|
| Best | 65% |
| Better | 57.5% |
| Good | 50% |

4. The head of the agency shall make the final decision on the re-evaluation of employee's performance in case of a tie or any other related issues.

Prepared by:


ANA MARY A. SINGSON
Corporate Account Analyst
Administrative Division

Approved by:


ENGR. LEO J. ESPADA
General Manager C

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