



February 22, 2016

OFFICE MEMO NO. : 002
SERIES OF 2016

TO : ALL EMPLOYEES

FROM : OFFICE OF THE GENERAL MANAGER

SUBJECT : System of Ranking of Delivery Units and Individual Personnel pursuant to the Grant of Performance-Based Bonus FY 2015

In view of the Local Water Utilities Administration ((LWUA) – Department of Budget and Management (DBM) Memorandum Circular No. 2014-02, LWUA Memorandum Circular No. 013-15, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Monitoring Systems Memorandum Circular No. 2015-1, and Executive Order No. 80, please be informed that the following System of Ranking of Delivery Units and Individual Employee for the Grant of **Performance-Based Bonus for the year 2015** is hereby adopted for implementation:

Coverage

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of LIWAD.

Eligibility and Ranking of Delivery Units

1. *Delivery Units* as defined in the LWUA Memorandum Circular refer to "Sections" of the LWD. Hence, *Delivery Units* of Lianga Water District are as follows:
 - a) Office of the General Manager
 - b) Administrative Section
 - c) Finance Section
 - d) Commercial Section
 - e) Operation/ Technical Section
2. **Ranking of Delivery Units** shall be based on the average rating of all the *Individual Performance Commitment and Review (IPCR)* of employees for the



January to June 2015 and July to December 2015 rating periods. Delivery Units shall be forced-ranked according to the following categories:

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

Eligibility of Individuals

1. LIWAD acknowledges the Strategic Performance Management System (SPMS) ratings as the requirement for the grant of the Performance-Based Bonus (PBB) of its employees, in accordance with the criteria and conditions, the major Final Outputs (MFOs) and Performance Indicators (PIs) indicated in the LWUA Memorandum Circular.
2. Employees should receive a rating of at least "Satisfactory", based on the Strategic Performance Management System (SPMS).
3. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of "Satisfactory" may be eligible to the full grant of the PBB.
4. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis, corresponding to the actual length of service required, 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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated basis:

- a) Being a newly hired employee;
- b) Retirement;
- c) Resignation;
- d) Rehabilitation Leave;
- e) Maternity Leave and/ or Paternity Leave;



- f) Vacation or Sick Leave with or without pay;
- g) Scholarship/ Study Leave; and
- h) Sabbatical Leave

However an employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible for the grant of PBB.

- 5. Personnel found guilty of any administrative and/ or criminal case file against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6. Official and employees who failed to submit the 2014 SALN prescribed by in the rules provided under CSC Memorandum Circular No. 3, s. 2015 shall not be entitled to the FY 2015 PBB.
- 7. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the PBB.

Forced Ranking of Individuals

- 1. Evaluation and ratings shall be based on the IPCR of employees that has been duly reviewed and calibrated by the Performance Management Team.
- 2. Performance ratings of employees who have been transferred to another section/ office must be included in the ranking delivery unit where they have served longer for the year 2015.
- 3. Employees having the same final performance ratings but falling under different percentage distribution shall be decided upon by the concerned section heads for final ranking.
- 4. Ratings of employees shall be confirmed by the section heads. The approved final ranking of individual personnel shall be used in the forced ranking according to the following category per LWUA-DBM MC No. 2014-02 and IATF Memorandum No. 2015-1:

Best Delivery Unit:

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer



--	--

Better Delivery Unit:

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

Good Delivery Unit:

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

Consequently, performance of individual personnel shall be derived and reflected in the following tabulation, which also includes their corresponding performance-based incentives, viz:

Performance Category of Delivery Unit	INDIVIDUAL PERSONNEL		
	Best Performer (Outstanding)	Better Performer (VS)	Good Performer (S)
BEST Delivery Unit	20%	35%	45%
	₱35,000.00	₱20,000.00	₱10,000.00
BETTER Delivery Unit	15%	30%	55%
	₱25,000.00	₱13,500.00	₱7,000.00
GOOD Delivery Unit	10%	25%	65%
	₱15,000.00	₱10,000.00	₱5,000.00

Furthermore, as one of the key players of the SPMS, the Performance Management Team (PMT) shall act as appeals body and the final arbiter for performance management issues of the agency.

For your information and guidance.




Republic of the Philippines
Liang Water District

CABLE ADDRESS

"LIWAD"

Annex-A Market Mall, Liang, Surigao del Sur, Code - 8307

TIN 000-556-812 Tel. No. (086) 616-0020 Email: liwad1979@yahoo.com.ph


WILFREDO G. SANCHEZ
General Manager D

Copy Furnished:

Administrative Section
Commercial Section
Operation/ Technical Section
Finance Section
Diatagon LIWAD Collection Office
File