



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;