



**September 28, 2017**

**OFFICE MEMO NO. : 007**  
**SERIES OF 2017**

**TO : ALL EMPLOYEES**

**FROM : OFFICE OF THE GENERAL MANAGER**

**SUBJECT : System/ Guidelines in the Ranking of Lianga Water District (LIWAD) Office/ Delivery Units for the Grant of Performance-Based Bonus (PBB) for the Fiscal Year 2017**

1. All officers and employees of LIWAD, who occupy regular and casual positions, shall be entitled to the PBB provided they meet the following requirements:
  - a) Must have rendered at least (9) months of service for the year ending December 31, 2017 to be eligible to the full grant of PBB;
  - b) An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service shall be eligible to the grant on a pro-rata basis as follows:

<b>Length of Service</b>	<b>% of PBB Rate</b>
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%

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- c) Should have received a rating of at least satisfactory under the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS);



- d) Must have achieved at least 90% of his/ her target for the year 2017;
  - e) Must have no outstanding cash advance/s as of November 15, 2017;
  - f) Must have complied with the submission of Sworn Statement of Assets, Liabilities and Networth (SALN) per republic Act No. 6713;
  - g) Must not be on Vacation Leave, with or without pay, for an entire year.
2. **Delivery Units** eligible to the PBB 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

3. Delivery Unit with the highest percentage rate of accomplishment based on the Office Performance Commitment Review (OPCR) shall be declared the "Best Delivery Unit", the second shall be declared "Better Delivery Unit" and the last one shall be declared "Good Delivery Unit".
4. Employees with a rating of "Below Satisfactory" under the CSC-approved SPMS will not be entitled to the PBB. Also, employees in Poor Delivery Unit will not be eligible to receive any amount under the PBB for not meeting the minimum performance criteria.
5. PBB rates of individuals shall depend on the performance ranking of the Delivery Unit where they belong and shall be based on the individual's monthly basic salary as of December 31, 2017, but not lower that P5,000.00.

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

6. Excluded from the grant of PBB are those hired without employer-employee relationship and paid from the non-personal services budget as follows:
  - a. Consultants and experts hired to perform specific activities or services with expected outputs;



- b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
  - c. Student laborers and apprentices;
  - d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.
7. Also excluded are personnel found guilty of administrative and/ or criminal cases in FY 2017 by formal and executor judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.

For your information and guidance.

**WILFREDO G. SANCHEZ**  
General Manager D

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