



Republic of the Philippines
 Province of Negros Occidental
SIPALAY WATER DISTRICT
 Purok Camatis, Brgy. Mambaroto
 Sipalay City, Negros Occidental
 Email Add: sipalaycitywd@gmail.com
 A Government-owned and Controlled Corporation
 Under supervision by the



LOCAL WATER UTILITIES ADMINISTRATION

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 D Water District with a straight-line organizational structure, the Sipalay 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 Sipalay 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

Top 10%
 Next 25%
 Next 65%

Individual Performance Category

Best Performer
 Better Performer
 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 a lower than Php 5,000.00.

Performance Category

Best
 Better
 Good

PBB as % of Monthly Basic Salary

65%
 57.5%
 50%

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

JOCELYN B. MAGTOLIS
 Administrative Services Officer A
 Date: September 24, 2018

EDGARDO C. CUAYCONG, JR
 General Manager D
 Date: September 24, 2018