



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/ MECHNICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2022

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 2022, eligible employees shall be forced ranked according to the following categories:

Ranking

Individual Performance Category

Top 10%
Next 25%
Next 65%

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, 2022 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

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 employees' performance in case of a tie or any other related issues.

JOCELYN B. MAGTOLIS
Administrative Services Officer A
Date: August 16, 2022

AR. EDGARDO C. CUAYCONG JR.
General Manager D
Date: August 16, 2022