



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 2023


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 2023, eligible employees shall be forced ranked according to the following categories:


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

3. The PBB rates shall depend on the individual's performance ranking and his/her monthly basic salary as of December 31, 2023 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: September 20, 2023


 AR EDGARDO C. CUAYCONG JR.
 General Manager D
 Date: September 20, 2023