



MANOLO FORTICH WATER DISTRICT

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GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015.

In compliance to the Inter-Agency Task Force Memorandum Circular No. 2015-1 dated August 12, 2015 re: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2015 and LWUA Memorandum Circular no. 015.5 re: Guidelines on the Ranking of Local Water Districts (LWDs) Delivery Units relative to the Grant of Performance-Based Bonus (PB) for the Fiscal Year 2015 under the Executive Order no. 80, the following are the guidelines in the system of ranking delivery units and individuals of the Manolo Fortich Water District:

ELIGIBILITY OF INDIVIDUALS

1. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 of the above mentioned issuance maybe eligible to the full grant of PBB.
2. 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-rata basis. The PBB of employees be rated corresponding to the actual length of service rendered 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%

EMPLOYEES NOT QUALIFIED FOR PERFORMANCE-BASED BONUS

1. Employee who is on vacation or sick leave with or without pay for the entire year;
2. Personnel found guilty of administrative and/or criminal case filed against them
3. and meted with penalty for FY 2015. If penalty meted out is only reprimand, such penalty shall not cause disqualification to the PBB;

4. Officials and employees who failed to submit SALN as mandated by RA 6713 shall not be entitled with PBB;
5. Officials and employees who failed to liquidate Cash Advances received in FY 2015 shall not be entitled to PBB 2015.

RANKING OF INDIVIDUALS AND DELIVERY UNITS

Delivery Units shall be forced ranked to determine equivalent value of PBB. Eligibility of Individual with at least Satisfactory Performance under Section 6 of IATF Memorandum Circular n0. 2015-1 shall apply.

The employee shall be forced ranked within each delivery units, subject to the estimated budget ceiling of the district for FY 2015 PBB using the individual Performance Commitment and Review (IPCR).

The ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review within the delivery units using the Office Performance Commitment and Review Form (OPCR Form). Forced Ranking shall be according to categories in Section 7.5 of Memorandum Circular No. 2015-01.

BEST DELIVERY UNIT/S

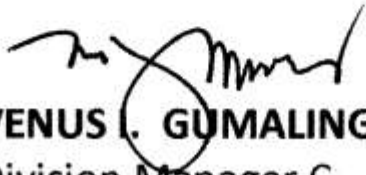
Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 20%	Best Performer	35,000.00
Top 35%	Better Performer	20,000.00
Top 45%	Good Performer	10,000.00


BETTER DELIVERY UNITS

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 15%	Best Performer	25,000.00
Top 30%	Better Performer	13,500.00
Top 55%	Good Performer	7,000.00

GOOD DELIVERY UNIT/S

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 10%	Best Performer	15,000.00
Top 25%	Better Performer	10,000.00
Top 65%	Good Performer	5,000.00


VENUS L. GUMALING
Division Manager C
November 4, 2015


Engr. ROGELIO K. PANGAN
General Manager
November 4, 2015