

OFFICE ORDER # 08-001 S. 2016

TO : ALL CONCERNED
FROM : System of Ranking of Delivery Units and Individual Employee for the Grant of Performance-Based Bonus for year 2016

In view of the Local Water Utilities Administration (LWUA) - Department of Budget Management (DBM) Memorandum Circular No. 2014-2, LWUA Memorandum Circular No. 013-15, Executive Order No. 80 and the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2016-1 and 2016-2, be hereby informed that the following System of Ranking of Delivery Units and Individual Employee for the Grant of Performance-Based Bonus for year 2016 is hereby adopted for implementation.

The Performance-Based Bonus shall be granted to qualified permanent and casual employees of Libmanan Water District.

Ranking shall be based on the average rating of all Individual Performance Commitment and Review (IPCR) of employees for the January to June 2016 and July to December 2016 rating periods.

Delivery Units shall be forced ranks according to the following categories:

RANKING	PERFORMANCE CATEGORY
TOP 10%	BEST DELIVERY UNIT
NEXT 25%	BETTER DELIVERY UNIT
NEXT 65%	GOOD DELIVERY UNIT

Evaluation and ratings shall all be based on the IPCR of employees that has been duly reviewed and calibrated by the Performance Management Team. Ratings shall be confirmed by their immediate superiors. The approved final ranking shall be utilized in the forced ranking according to the following category per LWUA-DBM MC No. 2014-02 and IATF Memo No. 2016-1. The PBB rates of individual employees shall depend on the performance ranking of the bureau of delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows but no lower than 5,000.

PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
BEST DELIVERY UNIT (10%)	65%
BETTER DELIVERY UNIT (25%)	57.5%
GOOD DELIVERY UNIT (65%)	50%

Furthermore, the PMT shall act as appeals body and final arbiter for performance management issues of the agency.

Please be guided accordingly.

Engr. Rodolfo A. Jimenez, Jr.
General Manager

Towards a progressive, peaceful, sustainable and developed Libmanan
LIWAD remains to be the leader in the water supply service, setting a standard of excellence for the industry.