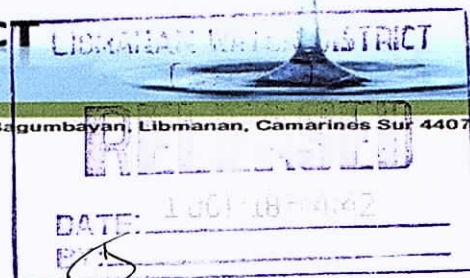


LIWAD-OGM-Memo011-2018-10-01

From : **THE GENERAL MANAGER**

For : **ALL REGULAR AND CASUAL PERSONNEL**

Subject : **SYSTEM OF RANKING DELIVERY UNITS FOR FISCAL YEAR 2018 PERFORMANCE BASED BONUS (PBB)**

Date : **October 1, 2018**

In compliance with the Memorandum Circular No. 2018-1 of the Inter Agency Task Force on the Harmonization of the National Government Performance Monitoring and Reporting Systems dated May 28, 2018, which provides the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under EO No. 80 s. 2012 and EO No. 201 s. 2016, the LIBMANAN WATER DISTRICT hereby adopts the System of Ranking of Delivery Units for the Grant of Performance Based Bonus for the Fiscal Year 2018;

The following are delivery units in the Office of Libmanan Water District:

- a. Administrative and General Services
- b. Finance and Commercial Services
- c. Production and Water Quality
- d. Engineering and Construction

Delivery units shall be forced ranked in accordance with the following categories:

| RANKING | PERFORMANCE CATEGORY |
|----------------|-----------------------------|
| Top 10% | Best Delivery Units |
| Next 25% | Better Delivery Units |
| Next 65% | Good Delivery Units |

The Department Performance Commitment and Review Form (DPCR Form) of each department shall be used in the ranking of delivery units.

Only personnel belonging to the eligible delivery units and has a rating of at least "Satisfactory" are qualified for the Performance Based Bonus.

The rates of the PBB shall for each individual shall be based on the performance ranking of the individual's department or office or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018 based on the table below:



| PERFORMANCE CATEGORY | MULTIPLE BASIC SALARY |
|-----------------------|-----------------------|
| Best Delivery Units | 0.65 |
| Better Delivery Units | 0.575 |
| Good Delivery Units | 0.50 |

For eligibility of employees, please refer to Section 7.0 of the MC 2018-01 dated May 28, 2018.

Please be guided accordingly.


ENGR. RODOLFO A. JIMENEZ, JR.
General Manager