Republic of the Philippines
ANGELES CITY WATER DISTRICT
Pampang Road, Brgy. Lourdes Northwest, Angeles City
(045) 458-0384; (045) 458-0382; (045) 458-0372
(045)322-6422; (045)458-0371
Fax No.: (045)322-6926
E-mail address: angelescitywd@gmail.com
Website: http://www.angelescitywd.gov.ph/

GUIDELINES IN THE RANKING OF ACWD INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR THE YEAR 2018

1. All Officers and Employees of Angeles City Water District who occupy, regular, conterminous and casual positions shall be entitled to PBB and must meet the following requirements:
   a. Must have rendered a minimum of nine (9) months of service during the fiscal year;
   b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
   c. Must have achieved at least 90% of his/her target for the year;
   d. Must have no outstanding cash advance/s as of November 2018;
   e. Must have complied with the submission of SALN per RA 6713
   f. Should submit their complete SPMS Forms according to the Approved SPMS Calendar

2. In determining the number of personnel to be ranked, the total number of filled plantilla positions shall be considered including those who are on leave of absence but reported back and served for at least (9) months by the end of 2018 and those who rendered a minimum of three (3) months but less than (9) of service due to being newly hired employee, retirement, resignation, rehabilitation leave, maternity leave, vacation or sick leave with or without pay, scholarship/study leave and sabbatical leave and with at least Satisfactory Rating shall be eligible for the grant of PBB on a pro-rata basis, table 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%

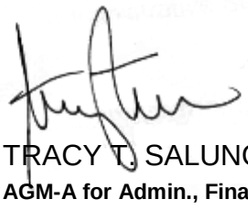
3. Officers and rank-and-file employees shall be evaluated based on the rating obtained under CSC approved Individual Performance Commitment and Review (IPCR);

4. Officers and rank-and-file employees of delivery units who are qualified for the PBB shall be forced ranked as follows:

PERFORMANCE CATEGORY OF DELIVERY UNIT	**PBB as % of Monthly Basic Salary**
BEST DELIVERY UNIT 10%	65%
BETTER DELIVERY UNIT 25%	57.5%
GOOD DELIVERY UNIT 65%	50%
POOR DELIVERY UNIT	0

5. Personnel found guilty of administrative and/or criminal cases filed against them and meter penalty in F.Y. 2018 shall forced ranked but shall not be entitled to the PBB F.Y. 2018. If the penalty meter out is only a reprimand, such penalty shall not cause the disqualification of PBB;

6. Performance-Based Incentive System (PBIS) related issues, concerns and complaints raised by employees shall be submitted in writing to the Complaints and Grievance Committee which shall review and make recommendation/s within 15 calendar days upon the receipt of the said issue, concern or complaint. Recommendations made by the Complaints and Grievance Committee shall be submitted to the PMT for their action within 15 calendar days. The decision of the PMT shall be final and executory.



TRACY T. SALUNGA
AGM-A for Admin., Finance & Commercial Services Departments

REYNALDO C. LIWANAG
General Manager A

ANNEX5
Form 1.0

REPORT ON RANKING OF DELIVERY UNITS

Department/Agency: **ANGELES CITY WATER DISTRICT**

1.0 **Summary of Information Required**
1.1 Total No. of Delivery Units: **4**
1.2 Total No. of Delivery Units that achieved their performance targets: **4**
1.3 Total No. of Filled Positions as of December 31, 2018: **169**
1.4 Total No. of Officials and Employees Entitled to PBB : **169**
1.5 Total Amount Required for Payment of PBB PHP : **2,128,974.00**

REPORT ON RANKING OF DELIVERY UNITS

Department/Agency: **ANGELES CITY WATER DISTRICT**

Details for Head of Agency			
Name	**Salary Grade**	**Months in service in 2018**	**Amount of PBB**
REYNALDO C. LIWANAG	**28**	**12**	**92,111.5**

Ranking	**Names of Delivery Units**	**List of Employees**	
		Total Number of Employees	**Amount of PBB**
2.1 Best (10%)	**ADMINISTRATIVE DEPARTMENT**	39	765,480.00
	TOTAL BEST	1 DELIVERY UNIT	

2.2 Better (25%)	ENGINEERING DEPARMENT	40		437,702.00
		TOTAL BETTER	1 DELIVERY UNIT	
2.3 Good (65%)	COMMERCIAL SERVICES DEPARTMENT	47		430,236.00
	PRODUCTION DEPARTMENT	46		495,556.00
		TOTAL GOOD	2 DELIVERY UNITS	
2.4 Did not meet Targets (No PBB)				NONE
		TOTAL POOR		

GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018

Attached with this file is the Guidelines in the Ranking of ACWD Individual Employees for the Grant of Performance Based Bonus (PBB) for the year 2018, also posted at Angeles City Water District Website Transparency Seal (http://angelescitywd.gov.ph/transparencyseal.php) under Item Number 7 System of Ranking of Delivery Units.

TRACY T. SALUNGA
AGM- Admin., Finance & Commercial Services Departments

Date: January 31, 2019

REYNALDO C. LIWANAG
General Manager

Date: January 31, 2019

EVALUATION MATRIX SUMMARY

Ranking	No. of Delivery Units	Name of Delivery Unit	No. of Officials and Employees Entitled to PBB	Total Requirement
BEST	1	ADMINISTRATIVE DEPARTMENT	39	765,480.00
Sub-Total				
BETTER	1	ENGINEERING DEPARTMENT	40	437,702.00
Sub-Total				
GOOD	2	COMMERCIAL SERVICES DEPARMENT	47	430,236.00
		PRODUCTION DEPARTMENT	46	495,556.00
Sub-Total				
		REYNALDO C. LIWANAG	GENERAL MANAGER A	65%
Agency Head		*(name of Incumbent)*	*(Position Title & Salary Grade)*	*(Rate of PBB)*
Grand Total			169	2,128,974.00