



MANAPLA WATER DISTRICT
B. Gallo St., Manapla, Negros Occidental
Tel. No. 034 - 491 - 0013

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

1. Based on Agency's approved SPMS, employees covered will be forced ranked according to his/her performance rating from highest to lowest.
2. In order for the third level employees to be eligible he/she should receive a rating of at least "Very Satisfactory" and "Satisfactory" for the second and first level based on approved SPMS.
3. If all criteria and conditions are met Manapla Water District (MWD) adopts section 7.5 of the DBM MC 2015-01 dated August 12, 2015 as follows:
 - For the BEST BUREAU, Office or delivery unit:


Ranking:	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

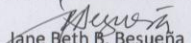
 - For the BETTER bureau, office or delivery unit:

Ranking:	Individual Performance Category
Top 15%	Best Performer
Next 35%	Better Performer
Next 50%	Good Performer

 - For the GOOD bureau, office or delivery unit:

Ranking:	
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer
4. The head of the agency shall make the final decision on the re-evaluation of employees' performance in case of a trio or any other related issues.


Josephine C. Guillergan
HR-Designate
Date: October 20, 2015


Jane Beth B. Besueña
General Manager D
Date: October 20, 2015