



Republic of the Philippines \*  
Province of Negros Occidental

## MANAPLA WATER DISTRICT

B. Gallo St. Manapla, Negros Occidental  
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### GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2018

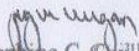
1. As a category D water district with a straight-line organizational structure, the Manapla Water District employees shall be rated as individual and shall be forced ranked according to his/her performance rating from highest to lowest based on the approved Strategic Performance Management System (SPMS) of the agency.
2. If the Manapla Water District meets the criteria and conditions for the grant of PBB for the FY 2018, eligible employees shall be forced ranked according to the following categories:

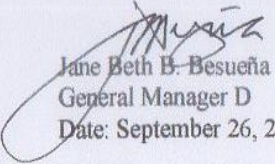
Ranking:	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

3. The PBB rates shall depend on the individual's performance ranking and his/her monthly basic salary as of December 31, 2018 or Php5,000 if the PBB% of monthly basic salary is lower than Php 5,000.

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

4. The head of the agency shall make the final decision on the re-evaluation of employees' performance in case of a tie or any other related issues.

  
Josephine C. Guillergan  
HR-Designate  
Date: September 26, 2018

  
Jane Beth B. Besueña  
General Manager D  
Date: September 26, 2018