



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
B. Gallo St. Manapla, Negros Occidental  
Email add: [manaplawd@yahoo.com](mailto:manaplawd@yahoo.com)/Tel. No. 034-491-0013

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2020**

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 2020, eligible employees shall be forced ranked according to the following categories:

**Ranking:**

Top 10%  
Next 25%  
Next 65%

**Individual Performance Category**

Best Performer  
Better Performer  
Good Performer

3. The PBB rates shall depend on the individual's performance ranking and his/her monthly basic salary as of December 31, 2020 or Php5,000 if the PBB% of monthly basic salary is lower than Php 5,000.
- 4.

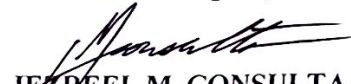
**Performance Category**


Best  
Better  
Good

**PBB as % of Monthly Basic Salary**

65%  
57.5%  
50%

5. 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.

  
**JEREEL M. CONSULTA**  
HR-Designate  
Date: September 25, 2020

  
**ARLENE MAE B. BALATAYO**  
OIC-General Manager  
Date: September 25, 2020