



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 2021

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 2021, 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, 2021 or Php 5,000.00 if the PBB% of monthly basic salary is lower than Php 5,000.00

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.

Jezreel M. Conulta
HR-Designate

Date: September 30, 2021

Arlene Mae B. Balatayo
General Manager D

Date: September 30, 2021