



SYSTEM OF RANKING DELIVERY UNITS

In compliance with Memorandum Circular No. 2018-1 dated March 28, 2018, the San Quintin Water District hereby adopts the following System of Ranking Delivery Units for the grant of Performance Based Bonus (PBB) for the CY 2018.

I. RANKING OF DELIVERY UNITS

1. The Delivery Unit must satisfy 100% of the good governance conditions set by the AO 25 Inter Agency Task Force (IATF) for FY 2018.
2. The Delivery Unit must achieve at least 100% of the approved performance targets for the delivery of Major Final Output (MFO) and Performance Indicators (PI) and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
3. The Delivery Units who failed to achieve the above criteria shall no longer be included in the forced ranking and shall not be eligible to receive PBB for FY 2018.
4. Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

5. To facilitate the ranking of Delivery Units, similarities of task and responsibilities will be considered to determine the most appropriate grouping of delivery units for the purpose of evaluating and ranking group performance.
6. The CSC approved Strategic Performance Management System (SPMS) will be used as the basis for ranking the performance of Delivery Units as indicated in the Office Performance Commitment and Review Form (OPCR).

II. ELIGIBILITY OF INDIVIDUALS

1. Officials and employees of eligible Delivery Units holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
 - a. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2018.
 - b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS) as reflected in the Individual Performance Commitment and Review Form (IPCR).
 - c. Must not be on vacation or sick leave with or without pay for the entire year.



- d. Must not be found guilty of administrative and/or criminal case in FY 2018 by formal and executory judgment.
 - e. Must have no outstanding cash advance.
 - f. Must have complied with the submission of SALN per RA 6713.
 - g. Must have submitted their complete SPMS Forms.
2. The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

3. The General Manager's PBB rate for the FY 2018 shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
4. The Performance Based Incentive (PBI) for the Board of Directors shall be based on the provisions set by the Executive Order No. 65, series of 2012 subject to the following conditions:
- a. The San Quintin Water District has qualified for the grant of the FY 2018 PBB;
 - b. The Board Member has 90% attendance to dully called board Meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregate service in the position;
 - d. The San Quintin Water District has submitted the appropriate annual Board-approved Corporate Budget (COB) to DBM Regional Office.

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