



SYSTEM IN RANKING OF SASMUAN WATER DISTRICT OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2018

1. All offices and employees of Sasmuan Water District holding regular and contractual positions shall be entitled to the PBB provided, they meet the following requirements;

a. Must have rendered a minimum of nine (9) months of service for the year ending December 31, 2018 to be eligible to the full grants of PBB

b. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service shall be eligible to the grant on a pro-rata basis as follows;

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

c. Should have received a rating of at least "Satisfactory" under the Civil Service Commission (CSC) approved Strategic Performance Management System;

d. Must have achieved at least 90% of his target for the year 2018;

e. Must have no outstanding cash advance as of November 15, 2018;

f. Must have complied with the submission of Sworn Statement of Asset, Liabilities and Net worth (SALN) per RA 6713;

g. Must not be on Vacation or Sick Leave, with or without pay, for an entire year:

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h. Must not be found guilty of administrative and/or criminal cases in FY 2018 by formal executory judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.

2. Offices/Delivery Units eligible to the PBB shall be forced rank according the following categories;

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

3. The PBB rates of individuals shall depend on the performance ranking of the Office/Delivery Unit where they belong, based on the individual's monthly basic salary as of December 31, 2018, but not lower than P 5,000.00

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


4. The PBB rate of the General Manager for FY 2018 shall be equivalent to 65% of his monthly basic salary.

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