

## REPORT ON RANKING OF DELIVERY UNITS

### Metro Kidapawan Water District

#### 1.0 Summary of Information Required:

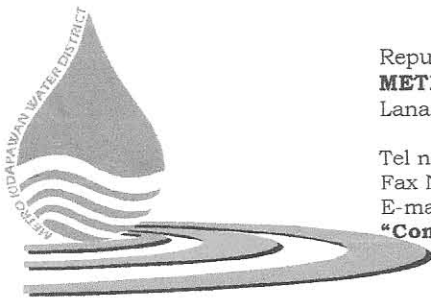
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units	5
1.2 Total No. of Bureau/Offices/Attached Agencies/Delivery Units that achieved their performance targets	5
1.3 Total No. of Filled Positions as of November 30, 2016	164
1.4 Total No. of Officials and Employees Entitled to PBB	169
1.5 Total Amount Required for Payment of PBB (including that of BOD)	Php 5,984,600.00

Note:

- There shall no longer be ranking of individuals within the delivery unit
- Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best Unit

\_\_\_\_\_  
Date Submitted

  
**STELLA M. GONZALES, MPS**  
 Department Agency Head



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**  
Lanao, Kidapawan City

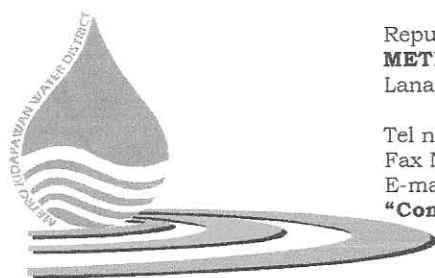
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**"Committed to Service, Development and Self Reliance"**

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**GUIDELINES/MECHANICS IN RANKING METRO KIDAPAWAN WATER DISTRICT  
DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016  
(Based on Inter-Agency Task Force Memorandum Circular No. 2016-1)**

1. The Delivery Units must achieve their performance targets to qualify for the grant of the PBB. The Major Final Outputs (MFOs) and Performance Indicators (PIs) identified by the Local Water Utilities Administration (Using Form A) shall be used as basis in assessing the Metro Kidapawan Water District performance and determining the eligibility for the PBB;
2. Metro Kidapawan Water District must satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016;
3. Delivery Units shall be grouped and ranked according to the similarities of task and responsibilities and will be categorized as Good, Better and Best unit.
4. Delivery Units pursuant to the LWD MaCRO are as follows:
  - a. Office of the General Manager;
  - b. Administrative and Human Resource Department;
  - c. Finance Services Department;
  - d. Commercial Services Department;
  - e. Engineering and Operations Department.
5. The resulting ranking of delivery units shall be indicated in Form 1.0;
6. There shall no longer be ranking of individuals within the delivery unit;
7. As per IATF Memorandum Circular No. 2016-1, PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00:

<b>PERFORMANCE CATEGORY OF DELIVERY UNITS</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit	65%
Better delivery Unit	57.5%
Good Delivery Unit	50%



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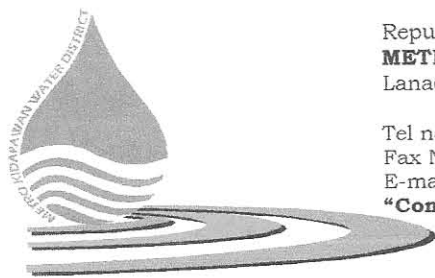
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8. Employees belonging to the First and Second levels shall have a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). The Head of Agency shall not be included in ranking and reporting of delivery units;
9. An official or employee holding regular plantilla position and casual personnel having an employer-employee relationship who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB;
10. An officer or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB Rate</b>
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%

11. The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:
  - a. Being a newly hired employee
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation;
  - e. Maternity leave and /or Paternity leave;
  - f. Vacation or Sick leave with or without pay;
  - g. Scholarship/Study Leave
  - h. Sabbatical Leave



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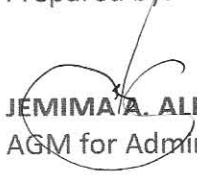
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12. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of the PBB;
13. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty will not cause the disqualification to the PBB;
14. Officials and employees who failed to submit the 2015 SALN shall not be entitled to the FY 2016 PBB;
15. Officials and employees who failed to liquidate within the reglementary period of the Cash Advance received for FY 2016 as required by COA shall not be entitled to the FY 2016 PBB;
16. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.

Prepared by:

  
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