

**SABLAYAN WATER DISTRICT SYSTEM OF RANKING ON THE GRANT OF 2015 PERFORMANCE  
BASED BONUS (PBB) BASED ON MEMORANDUM CIRCULAR NO. 2015-1**

**1. COVERAGE**

All employees holding regular plantilla positions, and contractual and casual personnel having an employer/employee relationship, per Inter Agency Task Force (IATF) Memorandum Circular No. 2015-1, shall be entitled to Performance Based Bonus (PBB) provided they have rendered at least nine (9) months of service ending 31 December 2015 with at least SATISFACTORY RATING. However, an employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis.

The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<b>LENGTH OF SERVICE</b>	<b>% of PBB</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%

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 Leave;
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

**2. EXCLUSIONS – Excluded from the grant of the PBB are the following:**

Those hired without employer-employee relationships and paid from non-Personnel Services appropriations/budgets as follows:

- Consultants and experts hired to perform specific activities or services with expected outputs;

- Individuals and groups of people whose services are engaged through job orders, contract of service or other similarly situated.
- An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
- Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015 of PBB.
- Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
- Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

### 3. DISTRIBUTION FOR QUALIFIED OFFICERS AND EMPLOYEES

The grant of the PBB shall be based on the performance of the Individual Officers and Employees with the rate of incentive as per LWUA MC No. 015.15.

#### Best Delivery Unit/s

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 20%	Best Performer	35,000.00
Next 35%	Better Performer	20,000.00
Next 45%	Good Performer	10,000.00

#### Better Delivery Unit/s

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 15%	Best Performer	25,000.00
Next 30%	Better Performer	13,500.00
Next 55%	Good Performer	7,000.00

**Good Delivery Unit/s**

<b>Ranking</b>	<b>Individual Performance Category</b>	<b>Rates per 7.2 of MC No. 2014-02</b>
Top 10%	Best Performer	15,000.00
Next 25%	Better Performer	10,000.00
Next 65%	Good Performer	5,000.00

**4. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) RATINGS**

The SPMS-OPCR and IPCR of the Officer and Employees based on their actual performance as verified by the concerned personnel or Officer shall be submitted to the Performance Management Team (PMT) and shall be approved by the Agency Head and BOD Chair subject for the basis of PBB.

For the purpose of determining the ranking of the officials and employees with the same numerical values in their respective level, seniority shall be considered to break the tie.

**5. Funding for the Performance-Based Bonus System**

Funding to support the grant of PBB shall be charged against the District Corporate Funds.

**6. Grievance Mechanism**

The HRMO shall have the responsibility to handle, act on and respond to the PBB-related issues and complaints raised by any officer/or employee.


  
**MARLYN E. CADAPAN**  
PMT Chairperson

  
**DOROTHY P. PAGARIGAN**  
PMT Member

  
**MARICEL C. COSME**  
PMT Member

  
**TONI ROSE D. BOLARIO**  
PMT Member

  
**MICHAEL U. QUINATADCAN**  
PMT Member

  
**JOSE M. ABELEDA, JR.**  
General Manager

**SABLAYAN WATER DISTRICT**

Sablayan, Occidental Mindoro 5104

EMAIL ADD: waterdistrict\_sablayan@yahoo.com

**REPORT ON RANKING OF INDIVIDUAL  
C.Y. 2015**



RANK	NAME	REMARKS	1st Sem	2nd Sem	FINAL RATE	ADJECTIVAL RATING
1	ABELEDA, JOSE JR. M.	OPCR	4.70	4.83	4.77	VS
2	CADAPAN, MARLYN E.	IPCR	4.85	4.67	4.76	VS
3	QUINATADCAN, MICHAEL U.	IPCR	4.59	4.91	4.75	VS
4	PAGARIGAN, DOROTHY P.	IPCR	4.77	4.70	4.74	VS
5	MATEO, HERNANDO O.	IPCR	4.69	4.75	4.72	VS
6	COSME, MARICEL C.	IPCR	4.71	4.73	4.72	VS
7	ESTACION, SHARON P.	IPCR	4.57	4.82	4.70	VS
8	BOLARIO, TONI ROSE D.	IPCR	4.83	4.56	4.70	VS
9	MATEO, JOEY C.	IPCR	4.66	4.73	4.70	VS
10	DACULA, ALFREDO P.	IPCR	4.78	4.60	4.69	VS
11	DANGUPON, EDWIN C.	IPCR	4.60	4.78	4.69	VS
12	MAGNO, ADELINA L.	IPCR	4.69	4.63	4.66	VS
13	LAUDENCIA, PLACIDO M.	IPCR	4.81	4.48	4.65	VS
14	DE JESUS, BERNARD D.	IPCR	4.81	4.48	4.65	VS
15	MERCADER, FELICIANO III T.	IPCR	4.78	4.52	4.65	VS
16	ANI, REYNALD H.	IPCR	4.69	4.57	4.63	VS
17	ALIM, EXOR B.	IPCR	4.73	4.45	4.59	VS
18	FABELLAR, LEO D.	IPCR	4.67	4.45	4.56	VS
19	URIETA, RICKY N.	IPCR	4.86	4.25	4.56	VS

**Note:**

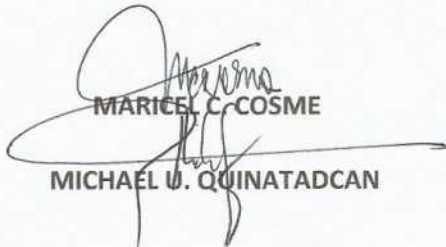
OPCR Office Performance Commitment Review

IPCR Individual Performance Commitment Review

Ranked by:

**PERFORMANCE MANAGEMENT TEAM**  
MARLYN E. CADAPAN  
DOROTHY P. PAGARIGAN  
TONI ROSE D. BOLARIO

Noted by:

  
JOSE M. ABELEDA, JR.  
General Manager  
MARICEL C. COSME  
MICHAEL U. QUINATADCAN

**SABLAYAN WATER DISTRICT**

Sablayan, Occidental Mindoro

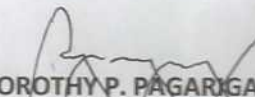
**BEST DELIVERY UNIT**

RANKING	INDIVIDUAL PERFORMANCE CATEGORY	RATES PER 7.2 OF MC NO. 2014-02	TOTAL
<b>TOP 20%</b> (19 x 20%= 4)	<b>BEST PERFORMERS</b>		
	1. Abeleda, Jose Jr. M.	Php 35,000.00	
	2. Cadapan, Marlyn E.	35,000.00	
	3. Quinatadcan, Michael U.	35,000.00	
	4. Pagarigan, Dorothy P.	35,000.00	Php 140,000.00
<b>TOP 35%</b> (19 x 35%= 7)	<b>BETTER PERFORMERS</b>		
	1. Mateo, Hernando O.	20,000.00	
	2. Cosme, Maricel C.	20,000.00	
	3. Estacion, Sharon P.	20,000.00	
	4. Bolario, Toni Rose D.	20,000.00	
	5. Mateo, Joey C.	20,000.00	
	6. Dacula, Alfredo P.	20,000.00	
	7. Dangupon, Edwin C.	20,000.00	140,000.00
<b>TOP 45%</b> (19 X 45%= 8)	<b>GOOD PERFORMERS</b>		
	1. Magno, Adelina L.	10,000.00	
	2. Laudencia, Placido L.	10,000.00	
	3. De Jesus, Bernard D.	10,000.00	
	4. Mercader, Feliciano III T.	10,000.00	
	5. Ani, Reynald H.	10,000.00	
	6. Alim, Exor B.	10,000.00	
	7. Fabellar, Leo D.	10,000.00	
	8. Urieta, Ricky N.	10,000.00	80,000.00
<b>Grand Total</b>			Php <b>360,000.00</b>

Ranked by:

**PERFORMANCE MANAGEMENT TEAM**

  
MARLYN E. CADAPAN

  
DOROTHY P. PAGARIGAN

  
TONI ROSE D. BOLARIO

  
MARICEL C. COSME

  
MICHAEL U. QUINATADCAN

Noted by:

  
JOSE M. ABELEDA, JR.

General Manager