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GUIDELINES/MECHANICS IN RANKING OFFICE/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE – BASED BONUS (PBB) FY 2016

1. Based on Agency's approved SPMS, employees covered will be forced ranked according to his/her performance rating from highest to lowest.
2. In order for the employees to be eligible he/she should receive a rating of at least "Satisfactory" based on approved SPMS.
3. Consequently, Individual Performance of the employees shall be derived and reflected in the following tabulation, as measured by the SPMS/ Performance Evaluation System approved by the Civil Service Commission which in effect during the rating period.
4. Executive Order No. 2012 s. 2016 provides that the existing PBB granted to qualified government personnel shall be enhanced to strengthen its results orientation. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order (AO) No. 25, s. 2011, herein referred to as the AO 25 IATF, shall prescribe the conditions on the eligibility and procedure for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance Pursuant thereto, the AO 25 IATF issued Memorandum Circular (MC) No. 2016- 13 to prescribe the guidelines on the grant of the FY 2016 PBB. Item 8.1 of said MC states that bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following:

**Ranking Performance Category**

Top 10% Best Bureau/Office/Delivery Unit  
Next 25% Better Bureau/Office/Delivery Unit  
Next 65% Good Bureau/Office/Delivery Unit

5. Memorandum Circular No. 2016-2 October 12, 2016, Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2016. This Memorandum Circular is issued to provide guidelines on the identification and determination of delivery units within a department, agency, SUC, or GOCC which, if eligible, shall be forced ranked for purposes of the grant of the FY 2016 PBB.
6. A **delivery unit** shall be the primary subdivision of a department, agency, SUC, or GOCC performing substantive line functions, technical services, or administrative support, as reflected in the agency's organizational structure and/or functional chart. The identification of a delivery unit will depend on the type of government entity, with due consideration to its mandate, organizational level, and scope of operations.
7. To facilitate the ranking process, departments/agencies may cluster the delivery units based on similarities of functions and responsibilities, provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25%, respectively, of the total number of delivery units in the department/agency.
8. The head of the agency shall make the final decision on the re-evaluation of employee's performance in case of a trio or any other related issues.

**ELLEN T. CEZAR**  
HRMA-Designate

Date :



**RODRIGO P. MAGNO**  
Interim General Manager

Date : 16 December 2016