



Santa Maria WATER DISTRICT

GUIDELINES/MECHANICS IN RANKING OFFICES/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 for the delivery of Major Final Outputs (MFOs) and Performance Indicators (PIs) specified in Form A. This shall be used as basis in assessing Local Water Districts (LWDs) performance and eligibility for the 2016 PBB.
2. Santa Maria Water District (SMWD) must satisfy 100% of the good governance conditions set forth by the AO 25 Inter-Agency Task Force (IATF) for 2016.
3. Delivery units shall be grouped and ranked according to the existing major programs of SMWD. Then, a good, better and best unit shall be identified under the following:
 1. Administrative Division
 - Office of the Board of Directors
 - Office of the General Manager
 - Human Resource Management and Development Section
 - Management and Information System Section
 - Procurement Section
 - Records Section
 2. Finance Division
 3. Customer Accounts Division
 4. Customer Services Division
 5. Engineering Division
 6. Construction and Maintenance Division
 7. Water Resource Division
 8. General Services Division
4. 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 Php 5, 000.00

PERFORMANCE CATEGORY OF DELIVERY UNIT	PBB as % of Monthly Basic Salary
Best Delivery Unit	65 %
Better Delivery Unit	57.5 %
Good Delivery Unit	50 %

5. 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.