



BATAC WATER DISTRICT

Batac City, Ilocos Norte
Tel. No. 792-3026/792-2350

GUIDELINES/MECHANICS IN RANKING BATAC WATER DISTRICT FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FOR THE FISCAL YEAR 2018

Pursuant to Executive Order (EO) No. 80 and Executive Order (EO) No. 201 series of 2016, the Batac Water District shall utilize the Civil Service Commission approved Strategic Performance Management System in determining and evaluating the ranking delivery units and individuals. Only employees belonging to eligible delivery units shall be given PBB provided for in Section 8.0 in the Ranking of Delivery Units IATF Memorandum Circular No. 2016-1 dated May 12, 2016 and other Issuances.

For the purpose of computing the PBB as provided for in Section 9 (Table 3) of the Guidelines on the Granting of PBB where there are limitations for Best Delivery Unit, Better Delivery Unit and Good Delivery Unit, the percentage allocation and equivalent amount for each category shall be observed and used in the computation:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

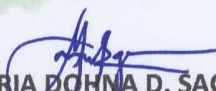
For the purpose of computing the PBB of eligible employees who rendered less than 9 months but with a minimum of 3 months of service and with at least Satisfactory rating shall also be eligible to grant PBB on a pro-rata basis corresponding to the actual length of service rendered Section 7.10 (Table 2) 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%

Prepared by:


MAIZEL MAIA V. CASTRO
HRMO Designate

Approved by:


MARIA DOHMA D. SAGUN
General Manager