

**DIPOLOG CITY WATER DISTRICT**  
**Minaog Dipolog City**

**SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING  
PERFORMANCE-BASED BONUS (PBB) FOR FY 2017**

This guidelines shall be called the System of Ranking of Delivery Units for the Purpose of Granting the Performance Based-Bonus (PBB) to the Officials and Employees of the Dipolog City Water District (DCWD) for FY 2017

**I. COVERAGE**

All officers and employees of Dipolog City Water Districts holding regular plantilla positions;

**II. IDENTIFICATION OF DELIVERY UNITS**

There shall only be two (2) Delivery Units identified as follows

1. Administrative, Finance & Commercial Department
2. Engineering & Operations Department

Except for the General Manager, the following are the specific personnel identified under each of the above-cited Delivery Units, viz:

Delivery Units	Positions	Name of Incumbent		
		Last	First	Middle
ADMINISTRATIVE, FINANCE & COMMERCIAL DEPARTMENT	Division Manager B	Gonzales	Jade	Neri
	Corporate Budget Officer B	Batilona	Gracella	Calasang
	Cashier B	Limbaring	Brigida	Villaruel
	Corporate Accounts Analyst	Nadala	Janet	Ratificar
	Industrial Relations Mgt. Asst. A	Empeynado	Ma. Genelyn	Ortega
	Property/Supply Officer C	Tome	Nursiva	Sali
	Internal Control Assistant A	Dela Peña	Cherry Lyn	Narvacan
	Internal Control Assistant B	Fullon	Felipe	Francisco
	Administration Services Assistant C	Enero	Gail Claire Antoinette	Rangas
	Accounting Processor A	Barabad	Colleen Phyllis	Gajunera
	Accounting Processor A	Junio	Amabell	Dinawanao
	Procurement Assistant B	Limbaring	Delfin	Cadavedo
	Clerk-Processor B	Dagpin	Richard Dean	Baguioso
	Utilities/Customer Service Officer B	Olmoguez	Elcid	Laclac
	Utilities/Customer Service Assistant B	Manriquez	Nabella	Galgo
	Utilities/Customer Service Assistant C	Martin	Leodenson	Maldo
	Utilities/Customer Service Assistant C	Jatico	Elmer	Ig-agao
	Utilities/Customer Service Assistant D	Madera	Mark Angelo	Obnimaga
	Utilities/Customer Service Assistant D	Ybañez	Bea Feliz	Inding
	Utilities/Customer Service Assistant D	Patangan	Donnabel	Duhig
Utilities/Customer Service Assistant D	Ualat	Rosan Hope	Bael	

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Delivery Units	Positions	Name of Incumbent		
		Last	First	Middle
ENGINEERING & OPERATIONS DEPARTMENT	Division Manager B	Tabada	Ruel	Dulang
	Water/Sewerage Maintenance	Cavan III	Felix	Zamoras
	Water/Sewerage Maint. Man A	Pikit	Amado	Anyag
	Water/Sewerage Maint. Man A	Sendil	Joephel Rey	Barbaso
	Water/Sewerage Maint. Man A	Jumawan	Arnil	Jaictin
	Light Equipment Operator	Piala	Filipisneri	Abaa
	Light Equipment Operator	Maglangit,	Themestocles	Suan
	Engineer A	Daymiel	Kris Jeffrey	Juele
	Engineer A	Padogdog,	Cipriano	Cahilog
	Sr. Water Resources Facilities Optr.	Magallanes	Marlou	Baclion
	Water Resources Facilities Operator	Wate	Ian	Dalaygon
	Water Resources Facilities Operator	Zamoras	Perfecto	Refugio
	Water Resources Facilities Operator	Sumalpong	Valeriano	Palallos
	Water Resources Facilities Tender B	Dominguez	Melchor	Pagao
	Water Resources Facilities Tender B	Navarro	Romer	Aban
	Water Resources Facilities Tender B	Acopiado	Victor	Mindoro
	Water Resources Facilities Tender B	Galaura	Moises	Amora
	Welder B	Badiang	Tito	Pikit
Chemist B	Torres	Charmaine	Guzman	

**III. PBB Eligibility Criteria**

- a. Good Governance Conditions: Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for FY 2017;
- b. Achieve 100% of each one of their performance targets for the delivery of MFOs, STO and GASS for the year;
- c. Use the CSC-approved SPMS in rating the performance of the officials and employees of the LWDs;

**IV. ELIGIBILITY OF INDIVIDUALS**

- a. The General Manager's PBB rate for FY 2017 shall be equivalent to 65% of his/her monthly basic salary. The General Manager shall not be included in the Form 1.0 Report on Agency Rating and Ranking.
- b. The Performance Based Incentive (PBSI) for the Board of Directors shall be based on the provisions set by Executive Order No. 65, series of 2012 subject to the following conditions:
  - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
  - The Board Member has nine (9) months aggregate service in the position;

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c. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.

d. An official 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	%of PBB
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%

e. The following are the valid reasons for an employee who may not meet the nine-month actual service to be considered for PBB on a pro-rata basis:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave; and
- Sabbatical Leave

f. 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.

g. Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.

h. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s.2015, shall not be entitled to the FY 2017 PBB.

i. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.

j. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.

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**V. RANKING OF DELIVERY UNITS**

- a. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- b. Only the personnel belonging to eligible delivery units are qualified for the PBB.
- c. Officials and employees who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

**VI. RATES OF THE ENHANCED PBB**

- a. The rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual's delivery unit, with the rate of incentive as a multiple of the individual's monthly basic salary based on the following categories:

<b>PERFORMANCE CATEGORY</b>	<b>MULTIPLE OF BASIC SALARY</b>
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

**VII. SOURCE OF FUNDS**


The funding sources for the PBB shall be taken from the General Fund.


**VIII. EFFECTIVITY**

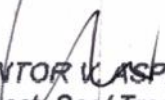
This guidelines shall take effect upon approval by the members of the Board of Directors

Approved this 26<sup>th</sup> day of September 2017 per Board Resolution No. 107-17.

  
JOSEPHINE B. LEYSON  
Chairman

  
FLORDELIZ A. ASENIERO  
Secretary

  
BENSUS C. SYBICO  
Treasurer

  
REDENTOR V. ASPRER  
Asst. Sec/Treas

  
FR. ENRICO V. MONTANO  
Member