

DIPOLOG CITY WATER DISTRICT

SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING PERFORMANCE-BASED BONUS (PBB) FOR FY 2020

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 2020

I. COVERAGE

The Performance Based Bonus shall cover all officers and employees of Dipolog City Water Districts holding regular plantilla positions as well as the members of its governing Board;

II. IDENTIFICATION OF DELIVERY UNITS

There shall only be three (3) Delivery Units identified as follows

1. Administrative & Finance Services Department
2. Commercial Services Department
3. 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 SERVICES DEPARTMENT	Department Manager B	Paluca	Gracella	Batilona
	Division Manager B	Empeynado	Ma. Genelyn	Ortega
	Division Manager B	Nadala	Janet	Ratificar
	Senior Cashier	Limbaring	Brigida	Villaruel
	Cashier B	Manriquez	Nabella	Galgo
	Sr. Internal Control Officer B	Dela Peña	Cherry Lyn	Narvacan
	Internal Control Assistant A	Fullon	Felipe	Francisco
	Corporate Budget Examiner	Enero	Gail Claire	Rangas
	Sr. Accounting Processor B	Barabad	Colleen Phyllis	Gajunera
	Accounting Processor A	Junio	Amabell	Dinawanao
	Storekeeper A	Limbaring	Delfin	Cadavedo
Procurement Assistant B	Dagpin	Richard Dean	Baguioso	

Delivery Units	Positions	Name of Incumbent		
		Last	First	Middle
COMMERCIAL SERVICES DEPARTMENT	Division Manager B	Gonzales	Jade	Neri
	Division Manager B	Tome	Nursiva	Sali
	Sr. Utilities/Customer Service Officer	Olmoguez	Elcid	Laclac
	Utilities/Customer Service Assistant A	Martin	Leodenson	Maldo
	Utilities/Customer Service Assistant A	Jatico	Elmer	Ig-agao
	Utilities/Customer Service Assistant B	Ybañez	Bea Feliz	Inding
	Utilities/Customer Service Assistant B	Patangan	Donnabel	Duhig
	Utilities/Customer Service Assistant D	Ualat	Rosan Hope	Bael
	Utilities/Customer Service Assistant D	Madera	Mark Angelo	Obnimaga
	Plumber C	Duterte	Joselito	Velasco
	Plumber C	Gadrinab	Joselito	Anao
ENGINEERING & OPERATIONS DEPARTMENT	Department Manager B	Tabada	Ruel	Dulang
	Water/Sewerage Maintenance General Foreman	Cavan III	Felix	Zamoras
	Sr. Water/Sewerage Maint. Man B	Sendil	Joephel Rey	Barbaso
	Sr. Auto Mechanic	Piala	Filipisneri	Abaa
	Heavy Equipment Operator	Maglangit,	Themestocles	Suan
	Supervising Engineer B	Daymiel	Kris Jeffrey	Juele
	Supervising Engineer A	Padogdog,	Cipriano	Cahilog
	Sr. Water Resources Facilities Optr.	Magallanes	Marlou	Baclion
	Plant Equipment Operator E	Wate	Ian	Dalaygon
	Sr. Water Resources Facilities Operator B	Zamoras	Perfecto	Refugio
	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
	Plant Substation Helper C	Montano	Jerome	Velsis
	Plant Substation Helper C	Mutia	Roel	Boctot
Plant Substation Helper C	Maghinay	Ricky	Tamparong	
Plant Substation Helper C	Agan	Reyen	Salaveria	

III Eligibility to the PBB

The office shall be eligible for the Performance Based Bonus (PBB) if the conditions set under Section 3.0. Eligibility Criteria, of MC No. 2020-01 dated June 01, 2020 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems are fully complied with

IV Eligibility of Individuals

All regular employees are entitled to receive the Performance Based Bonus based on conditions set under section 6.0. Eligibility of Individuals, of MC No. 2020-01 dated June 01, 2020 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems

V Ranking of Delivery Units

Performance of each delivery unit is computed based on the average rating of all its qualified personnel for the rating period January-June 2020 & July-December 2020.

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

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

VI Rates of the Performance Based Bonus (PBB)

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

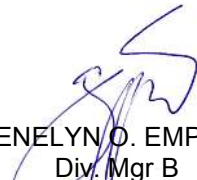
PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50


VII SUBMISSION OF REPORTS

The office should upload a copy of this guidelines at the agency's website before the required deadline.

VIII Grievance

The Performance Management Team (PMT) shall act as the final arbiter for issues regarding performance rating of individual employees


MA. GENELYN O. EMPEYNADO
Div. Mgr B
Admin & Gen. Services Div.


GRACELLA B. PALUCA
Dept. Manager
Admin & Finance Serv. Dept


RUEL D. TABADA
General Manager

