



## LOCAL WATER UTILITIES ADMINISTRATION

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October 29, 2015

### MEMORANDUM CIRCULAR NO. 015 . 15

TO : ALL WATER DISTRICTS

SUBJECT : Guidelines on the Ranking of Local Water Districts (LWDs)  
Delivery Units relative to the Grant of the Performance-Based  
Bonus (PBB) for Fiscal Year 2015 per Executive Order No. 80

Guidelines on the ranking of delivery units in the LWDs is hereby issued in order to ensure that the objective and measuring performance of LWDs is achieved and to foster the culture of accountable public service and cooperation, wherein activities are linked towards service delivery.

#### **Ranking of Individuals and Delivery Units**

Delivery units of eligible WDs for FY 2015 PBB shall be forced ranked to determine equivalent value of PBB. The LWDs shall use the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in Rating and Ranking of employees. The Eligibility of Individuals with at least satisfactory performance rating under 6.0 of the IATF Memorandum Circular No. 2015-1 shall apply.

The employees of LWDs shall be forced ranked within each delivery unit, subject to the estimated budget ceiling per agency for FY 2015 PBB using the Individual Performance Commitment and Review (IPCR).

The ranking of delivery units shall be based on the **average rating** of all the Individual Performance Commitment and Review (IPCR) within the delivery units using the Office Performance Commitment and Review (OPCR). Forced Ranking shall be according to categories in 7.5 of Memorandum Circular No. 2015-01.

Memorandum Circular No. \_\_\_\_\_

Guidelines on the Ranking of Local Water Districts (LWDs) Delivery Units relative to the Grant of the PBB for FY 2015 per Executive Order No. 80

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**Best Delivery Unit/s**

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 20%	Best Performer	35,000
Next 35%	Better Performer	20,000
Next 45%	Good Performer	10,000

**Better Delivery Unit/s**

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 15%	Best Performer	25,000
Next 30%	Better Performer	13,500
Next 55%	Good Performer	7,000

**Good Delivery Unit/s**

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 10%	Best Performer	15,000
Next 25%	Better Performer	10,000
Next 65%	Good Performer	5,000

The resulting ranking of delivery units and the personnel therein shall be indicated in Form 1.0 as specified in Memorandum Circular No. 2015-01.

For your compliance.



**ANDRES F. IBARRA**  
Administrator