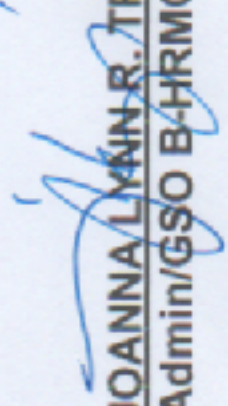


ANNEX 5
FORM 1.0

GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices / delivery units within the department/agency.)

1. The Agency's Performance Rating must be able to satisfy 100% of the requirements on Good Governance Conditions as well as meet its performance targets for the delivery of Major Final Outputs (MFOs), STO and GASS for 2017.
2. The Agency will then identify the number of delivery units. Similarities of tasks and responsibilities shall be considered in identifying the number of delivery units.
3. The result in Ranking of Delivery Units will determine the corresponding amount of the Enhanced Performance-Based Bonus (PBB) of the qualified employees. Only employees belonging to a Delivery Unit/s are entitled to receive the Enhanced Performance Based Bonus (PBB).
4. The Delivery Units shall have three (3) Categories: Best Delivery Unit (10%); Better Delivery Unit (25%) and the Good Delivery Unit (65%).
5. The rate of the Enhanced Performance-Based Bonus for each employee shall be based on the performance ranking of his/her delivery unit.
6. The incentive shall be on the following premise, to wit:
 - a. Best delivery Unit (10%) is entitled to 0.65 of the individual's monthly basic salary
 - b. Better Delivery Unit (25%) is entitled to 0.575 of the individual's monthly basic salary
 - c. Good Delivery Unit (65%) is entitled to 0.50 of the individual's monthly basic salary
7. The AMOUNT of the Agency Head's Enhanced Performance-Based Bonus (PBB) shall be the same with the incentive received by the Best Delivery Unit/Highest ranking Delivery Unit/s.
8. Bayawan Water District has only TWO (2) Delivery Units: *Commercial and Technical Division*.
9. Should identifying 10% of the agency's Delivery Units be found *Difficult* or is *Not Applicable*, all Delivery Units shall be considered as belonging to the BEST DELIVERY UNIT/S; provided that SAID Delivery Unit/s were able to achieved its target/s.


JOANNA LYNN R. TRAYVILLA
Admin/GSO B-HRMO Designate

Date:

GM ALMA L. ABRASALDO
Agency Head

Date: