



Republic of the Philippines  
**CAUAYAN CITY WATER DISTRICT**

A GOVERNMENT OWNED AND CONTROLLED CORPORATION (GOCC)

A Member of the Philippine Association of Water Districts (PAWD), Inc.

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**System of Ranking Delivery Units and Individuals**

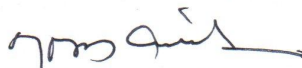
for the Grant of Performance-Based Bonus FY 2016


The Cauayan City Water District (CCWD) shall adopt the following guidelines/mechanisms in ranking delivery units and individuals with reference to DBM MC 2016-1, dated May 12, 2016.

- This memorandum circular is issued to prescribe the criteria and conditions for the grant of the PBB for FY 2016.
- This circular covers all Departments, Bureaus, Offices and other Agencies of the national government.
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- The National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or Controlled Corporations (GOCCs), Local Water Districts (LWDs) and Local Government Units (LGUs).
- All officials and employees of eligible departments/agencies holding regular plantilla positions;
- Contractual and casual personnel having an employer-employee relationships with the said agencies and whose compensation are charged to the Lump sum appropriation under the personnel services,
- Those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by the circular.
- The use of Strategic Performance Management System (SPMS) which was approved by the CSC Region 02 Office in September 11, 2013 shall be the basis for individual ranking of officers and employees.
- Department/ Agencies and their corresponding offices/delivery units that meet the criteria and conditions, eligible to the PB shall be forced ranked according to the following categories:

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

- The CCWD shall ensure that the scheme is fair and transparent
- Only the personnel belonging to the eligible units are qualified for PBB
- There shall no longer be a ranking of individuals within a delivery unit
- The PBB rates of individual shall be based on the monthly basic salary as of December 31, 2016 but not lower than P5,000.00.
- Calibration of the application of Performance Standards to the value of Performance Ratings shall be done consistently within the office or department.

  
**TERESITA V. BAUTISTA**  
OIC – Administrative/ Finance Division  
Date: October 26, 2016

  
**ENG'R. ARTEMIO A. QUINTERO**  
General Manager  
Date: October 26, 2016

*Tubig ay ingatan, sapagkat ito'y may hangganan*