



KABANKALAN CITY WATER DISTRICT

Cor. Rizal-Tayum Sts., Kabankalan City, Negros Occ., Philippines, 6111

Tel. Nos. (034) 471-2134 / 471-2634 / (034) 746-7188

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GUIDELINES/MECHANICS OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019

EVALUATION OF DIVISION

There are 3 delivery units in the Kabankalan City Water District represented by the 3 Divisions namely: Administrative, Commercial & Operations Division.

Division who achieved at least 90% of their respective targets shall be entitled to the PBB at varying amounts depending on the category of bureaus the Kabankalan City Water District is having as per evaluation by the Local Water Utilities Administration.

The Personnel Management Team (PMT) shall force rank each division as:

DISTRIBUTION OF PERFORMANCE PER DELIVERY UNIT	
Rating of Category	Distribution
Best	Top 10%
Better	Next 25%
Good	Next 65%


EVALUATION OF PERSONNEL

Only personnel belonging to eligible delivery units are qualified for the PBB. There shall be no longer ranking of individuals within the delivery unit. The PBB rates of individual employee shall depend on the performance ranking of delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2019 as follows but not lower than 5,000.00

PERFORMANCE CATEGORY	PBB as % of MONTHLY BASIC SALARY
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5
Good Delivery Unit (65%)	50%

Each delivery unit must comply with the following parameters in order to be eligible:

1. Targets and accomplishment on time submission.
2. Employees belonging to the first and second level position should receive at least "Satisfactory" rating based on the CSC approved SPMS.
3. SALN per RA 6713 will be accomplished and submitted on the set deadline.
4. Has not been charge of violating office policies and guidelines


SHEILA GUILLOT-GUADALUPE
Admin Division Manager
October 1, 2019


ENGR. RICARDO M. REGALIA, JR.
General Manager