



## BAYUGAN WATER DISTRICT

Lanzones Street, Poblacion, Bayugan City, Agusan del Sur  
Website: [www.bayuganwaterdistrict.org](http://www.bayuganwaterdistrict.org); Telefax: (085) 343-6383;  
Email: [bayugan\\_wd83@yahoo.com.ph](mailto:bayugan_wd83@yahoo.com.ph)

---

### SYSTEM OF RANKING DELIVERY UNITS CY 2018

Being cognizant of the basic guidelines stipulated in different issuances harmonized for the attainment of goals and effective delivery of basic services in the government, formulated its System of Ranking Delivery Units (SRDU) as one of the requirements for the grant of Performance-Based Bonus (PBB)

For a clearer understanding of the Byg-WD SRDU, the same was anchored and concretized its rationale to the provision of the MC No. 2016-01 specifically on Section 1, to quote in toto:

*“1.1 Since its implementation in 2012, the Results-Based Performance Management System (RBPMS) has significantly contributed to the government’s goal of strengthening public accountability and ensuring the effective delivery of services to the Filipino people. The RBPMS represents a major governance reform that not only links budget with outcomes, but also puts premium on the improvement of the performance management and monitoring system in the government. Along with its incentive component – the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-based Bonus (PBB) which were authorized under EO No. 80, s. 2012-the RBPMS has established a simplified but integrated scheme of rewarding exemplary performance in the government through the grant of performance-based bonuses.*

*1.2 Executive Order (EO) No. 201 s. 2016 provided that the compensation and position classification shall be revised or updated to strengthen the performance-based incentive system in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results.*

*1.3 EO No. 201 stipulated that the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System created under Administrative Order No. 25 (s. 2001) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance”.*

Also, the same is reiterated in Memorandum Circular No. 2018-01 specifically Section 8.6 which states: to heighten the Transparency among delivery units and employees, departments/agencies shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of 2018 PBB using the Form for the Guidelines/Mechanics in Ranking Delivery Unit. The duly completed and signed agency guidelines in ranking delivery units shall be posted on the Agency TS Page on or before October 1, 2018.

---

<sup>1</sup> OPCR approved by the Board

<sup>2</sup> EO 80 Target

Adherence to the principle of performance-based security of tenure, Byg-WD SRDU provides motivation and basis for incentive to performers and applies sanctions to non-performers.

Rating System shall be in accordance to the approved SPMS of Byg-WD:

1. Approved OPCR<sup>1</sup> shall be the basis/primary document reflecting the PPA/Targets for the current year funded under the approved Corporate Budget that is "Budget with outcomes"<sup>2</sup>

- Rating period is from January to December 2018

Setting is conducted in November 2017 and submission of Accomplishment shall be on January 31, 2019

2. The Performance Management Team (PMT) shall convene for the evaluation of Accomplishment versus Target subject for the approval of the General Manager (GM);

**SYSTEM OF RATING AND RANKING OF THE PERFORMANCE OF THE DIVISION AND INDIVIDUAL**

OFFICE/UNIT/DIVISION	RATING	RANK
Admin/Finance	OPCR of AFD	To be determined by the PMT and GM
Commercial Services	OPCR of CSD	
Operations & Engineering	OPCR of OED	
Office of the General Manager	OPCR of OGM	

3. The Personnel under each division shall be ranked as follows:

DIVISION	RANKING SCHEME
Admin/Finance	Personnel within the division shall be ranked among themselves
Commercial Services	Personnel within the division shall be ranked among themselves
Operations & Engineering	Personnel within the division shall be ranked among themselves
Office of the General Manager	Personnel within the division shall be ranked among themselves



4. All Divisions will be ranked as BEST, BETTER or GOOD. The HYPOTHETICAL illustration will be as follows:

OFFICE/UNIT/ DIVISION	SCENARIO 1		SCENARIO 2		REMARKS
	Rating	Rank	Rating	Rank	
Adm/Finance	4.506	BEST	3.212	GOOD	For Scenario 1, ranking is done twice to determine the FINAL rank of each of Division after determining the ranks of OGM
Commercial Services	4.496	BETTER	3.218	GOOD	
Operations & Engineering	4.387	BEST	3.308	GOOD	
Office of the General Manager	4.189	GOOD	3.822	BETTER	

5. General Manager shall not be required to accomplish IPCR being primarily responsible and accountable for the accomplishment of the commitments in the OPCR. The rating thereto shall be the individual rating of the respective Division Manager. However, all other personnel shall be required to accomplish respective IPCR and shall be used as basis for individual performance rating for the period January to December 2018.
6. The following were considered for the evaluation of accomplishment versus target, to wit:

#### **WEIGHT ALLOCATIONS**

##### Division Managers

Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	<u>10%</u>
		100%

##### Technical/Professional Subordinates with SO/SP

Strategic Objectives/Priorities (SO/SP)	-	20%
Core Functions	-	70%
Support Functions	-	<u>10%</u>
		100%

Technical/Professional Subordinates w/o SO/SP

Core Functions	-	70%
Support Functions	-	<u>30%</u>
		100%

Other employees

Core Functions	-	40%
Support Functions	-	<u>60%</u>
		100%

SAMPLE COMPUTATION:

45% Strategic Priorities, 45% Core Functions, and 10% Support Functions

Category	MFO	Rating
SP/SO	2	$4+3=7/2=3.5 \times 45\%=1.575$
Core Function	4	$3+4+3+2=12/4=3 \times 45\%=1.35$
Support Function	1	$3 \times 10\%=.3$
Total/Final Overall Rating		$1.575+1.35+.3=3.225$
Adjectival Rating		<b>Satisfactory</b>

**FOR EFFICIENCY:**

Numerical	Description
5	130% and above of the targeted quantity acted
4	115% to 129.99% of the targeted quantity acted
3	100% to 114.99% of the targeted quantity acted
2	51% to 99.99% of the targeted quantity acted
1	50% and below of the targeted quantity acted

**FOR TIMELINESS:**

<b>Numerical</b>	<b>Description</b>
5	Task completed ahead of the planned time by 30%
4	Task completed ahead of the planned time by 15-29.99%
3	Task completed on deadline or planned time or earlier but not more than 14.99% of the planned time
2	Task completed after the deadline or planned time by 51% to 99.99% of the planned time
1	Task not completed after the deadline or planned time by 50.99% or more

**QUALITY OF WRITTEN WORKS:**

<b>Numerical</b>	<b>Description</b>
5	No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; no lapse in grammar or error in content
4	One or two minor error or deficiency; work in accordance with instructions; clearly presented; well organized; one or two errors in grammar or errors in content
3	More than two minor errors or deficiencies; partial minor revision needed; three lapses in grammar or error in content
2	One or two major errors or deficiencies; major revision needed; four or five lapses in grammar or errors in content
1	Works not acceptable; needs total revision; six or more lapses in grammar or error in content

**QUALITY OF NON-WRITTEN WORKS:**

Numerical	Description
5	Excellent result; all aspect in work assignment thoroughly covered; no mistakes in performing the duty
4	One or two minor errors in the execution of work assignment; result is still very good; one or two mistakes in performing the duty
3	More than two minor errors or deficiencies in the execution of work assignment; results are acceptable; three mistakes in performing the duty
2	One major error or deficiency that can be overcome with the help from supervisor; four or five mistakes in performing the duty
1	Haphazard or careless execution of work assignment; unacceptable result; six or more mistakes in performing the duty

In determining the final equivalent adjectival rating of employee the range of over-all point scores is converted as follows:

**GENERAL RATING SCALE:**

Rating		
Numerical	Adjectival	Description
5	Outstanding	Performance exceeding targets by 30% and above of the planned targets.
4 (4-4.99)	Very Satisfactory	Performance exceeding targets by 15% to 29 % of the planned targets
3 (3-3.99)	Satisfactory	Performance of 100% to 114 % of the planned targets. For accomplishments requiring 100% of the targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of 5 points for those who met targets or 2 points for those who failed or fell short of the targets applies
2 (2-2.99)	Unsatisfactory	Performance of 51% to 99% of the planned targets
1 (1-1.99)	Poor	Performance failing to meet the planned targets by 50% or below.



7. Rates of the FY 2018 PBB:

Performance Category	PBB as % of Monthly Basic Salary
Best (10%)	65%
Better (25%)	57.5%
Good (65%)	50%

OTHER CONDITIONS TO COMPLY PER EXECUTIVE ORDER No. 80

1. Achieve the MFOs and IPs identified under Memorandum Circular 2018-01 dated May 28, 2018, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
2. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2018; and
3. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officers and employees of the Byg-WD.

Prepared by:



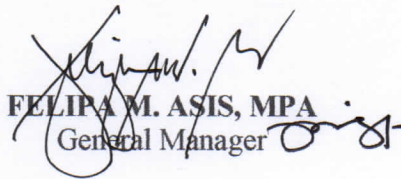
**LUCITA D. TABOR**  
Administration Services Assistant B

Reviewed by:



**ARNOLD L. MADULA**  
PMT Chairman

Approved:



**FELIPA M. ASIS, MPA**  
General Manager