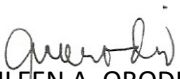




Munoz Water District

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015

1. The Delivery Unit must have achieved at least 90% of the approved performance targets for the delivery of Major Final Outputs (MFOs) under the under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
2. The CSC Approved Strategic Performance Management System shall be used in evaluating the performance of each office and individuals.
3. Delivery units shall be ranked based on their Department Performance Commitment Review.
4. Employees shall be ranked based on their Individual Performance Commitment Review.
5. Ranking of Employees under Best Delivery Unit:
 - a. Employees with Outstanding rating - Best Performer
 - b. Employees with Very Satisfactory rating but got the highest point score - Best Performer
 - c. Employees with Very Satisfactory rating and with point score of 4 up - Better Performer
 - d. Remaining employees under this delivery unit with satisfactory rating - Good Performer
6. Ranking of Employees under Better Delivery Unit
 - a. Employees with Outstanding rating - Best Performer
 - b. Employees with Very Satisfactory rating and highest point score in the same delivery unit - Best Performer
 - c. Employees with Very Satisfactory rating and with Average Point Score of (4) up - Better Performer
 - d. Employees with Satisfactory rating but got the highest rating among employees in the same delivery unit - Better Performer
 - e. Remaining 45% of employees under this delivery unit with satisfactory rating (3 up) - Good Performer
7. Ranking of Employees under Good Delivery Unit
 - a. Employees with Outstanding rating - Best Performer
 - b. Employees with Very Satisfactory rating, highest among the same delivery unit, and higher than the point score of better performer in the better delivery unit - Best Performer
 - c. Employees with Very Satisfactory rating and with Average Point Score of (4) up - Better Performer
 - d. Remaining 45% of employees under this delivery unit with satisfactory rating (3 up) - Good Performer
8. MWD personnel shall not be entitled to PBB under the following conditions:
 - a. Personnel Found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the FY 2015 PBB. However, a penalty of reprimand shall not cause the disqualification to the PBB.
 - b. Does not comply with the submission of SALN per RA 6713.
 - c. Have long outstanding Cash advance as of November 15, 2015.
9. The Board of Directors and General Managers Rank will be based on the Agency's Rating. Allocation for their PBB shall be based on the Best Performer.


AILEEN A. ORODIO
Senior Industrial Relations
Management Officer
Date: October 29, 2015


ENGR. ROGELIO L. MIGUEL
General Manager

Date: October 29, 2015