

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

The Calamba Water District (CWD) is composed of six (6) groups: Office of the Board & Office of the General Manager, Administrative Department, Finance Department, Commercial Department, Production Department and Engineering Department, which are further divided into eleven (11) divisions. The said 6 groups are considered the Delivery Units of CWD, the final performance ratings of each group shall be based on the average performance rating of employees under each divisions.

The groups shall be ranked based on each final performance rating as follows:

Ranking	Performance Category
10%	Best
25%	Better
65%	Good

Since the CWD has 6 Delivery units / groups, one (1) of the groups will qualify under the Best Performance Category, two (2) groups under the Better Performance Category, and three (3) groups under Good Performance Category.

The PBB rates of each employee shall depend on the performance ranking of the Group which he / she belongs. No forced ranking of employees within a group will be made. Employees' monthly basic salary as of December 31, 2017 shall be the basis of PBB monetary rates, to wit:

Performance Category	PBB % of Monthly Basic Salary
Best	65%
Better	57.50%
Good	50%

And P5,000.00 shall be given to employee if the PBB % of monthly basic salary is lower than P5,000.00.


MRS. ELENITA V. PANGANIBAN
HR Division Manager

Date: **January 15, 2018**


ENGR. RESTITUTO B. SUMANGA, SR.
General Manager A

Date: .