

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020**

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 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 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) 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' of December 31, 2019 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.

Prepared by:


ELENITA V. PANGANIBAN
Division Manager C

Recommending Approval:


EDWIN L. CARTAGO
Department Manager C

Approved by:


EXEQUIEL A. AGUILAR, JR
General Manager A

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