



# HINATUAN WATER DISTRICT

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January 31, 2017

OFFICE MEMO NO. : **001**  
SERIES OF 2017

TO : **ALL EMPLOYEES**

FROM : **OFFICE OF THE GENERAL MANAGER**

SUBJECT : ***System guidelines in Ranking of Hinatuan Water District (HWD) Office/  
Delivery Units for the Grant of Performance-Based Bonus (PBB) for the  
Fiscal Year 2016***

1. All officers and employees of Hinatuan Water District (HWD), who occupy regular and casual positions shall be entitled to the PBB provided they meet the following requirements:
  - a. He/She must have rendered at least (9) months of service for the year ending December 31, 2016 to be eligible to the full grant of PBB;
  - b. An official or employee who rendered less than nine (9) months but a minimum of Three (3) months of service shall be eligible to the grant on a pro-rata basis as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- c. Should have received a rating of at least satisfactory under the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS)
- d. Must have achieved at least 90% of his/her target for the year 2016.
- e. Must have no outstanding cash advance/s as of November 15, 2016;
- f. Must have complied with the submission of Sworn Statement of Assets, Liabilities and Networth (SALN) per Republic Act No. 6713;
- g. Must not be on Vacation Leave, with or without pay, for an entire year.

2. Delivery Units eligible to the PBB shall be forced-ranked according to the following categories

Ranking	Performance Category
Top 10 %	Best Delivery Units
Next 25 %	Better Delivery Units
Next 65 %	Good Delivery Units

3. Delivery Units with the highest percentage rate of accomplishment based on the office Performance Commitment Review (OPCR) shall be declared the “Best Delivery Unit”, the second shall be declared “Better Delivery Unit” and the last one shall be declared “Good Delivery Unit”.
4. Employees with a rating of “Below Satisfactory” under the CSC-approved SPMS will not be entitled to the PBB. Also, employees in Poor Delivery Unit will not be eligible to receive any amount under the PBB for not meeting the minimum performance criteria.
5. PBB rates of individuals shall depend on the performance ranking of the Delivery Unit where they belong and shall be based on the individual’s monthly basic salary as of December 31, 2016, but not lower than P5,000.00.

Performance Category	PBB as % of Monthly Basic
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

6. Excluded from the grant of PBB are those hired without employer-employee relationship and paid from the non-personal services budget as follows:
- a. Consultant and experts hired to perform specific activities or services with expected outputs;
  - b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
  - c. Student laborers and apprentices;
  - d. Individual and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.
7. Also excluded are personnel found guilty of Administrative and/ or criminal cases in FY 2016 by formal and executive judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'JOSE HILARIO V. PANDILI, JR.', with a vertical line extending downwards from the end of the signature.

**JOSE HILARIO V. PANDILI, JR.**  
General Manager D

Copy furnished:

Administrative Section  
Commercial Section  
Finance Section  
Operation-Technical Section