



Republic of the Philippines  
**GENERAL SANTOS CITY WATER DISTRICT**  
E. Fernandez Street, Lagao, General Santos City  
Tel. Nos. 552-3824, 301- 0542, 554-7231

### **GUIDELINES / MECHANICS IN RANKING DELIVERY UNITS**

For the Grant of FY 2020 Performance-Based Bonus

Pursuant to IATF MC 2020-1 Guidelines on the Grant of Performance Based-Bonus for FY 2020, the GSCWD hereby adopts these guidelines in the ranking of its delivery units and distribution of PBB to its officials and employees.

- The use of Strategic Performance Management System (SPMS), which was approved by CSC Region 12 Office in September 11, 2013 shall be the basis in rating and ranking Departments / Delivery units of GSCWD.
- Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS.
- The GSCWD and its delivery units / departments that meet the criteria and conditions set in the above circular are eligible to the PBB for FY 2020.
- Delivery units / departments eligible to PBB shall be forced rank according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- To facilitate the ranking process, the departments of GSCWD are grouped based on the similarities of functions and responsibilities.
- Only the personnel belonging to eligible delivery units / departments are qualified for the PBB.
- The enhanced PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's basic monthly salary as of December 31, 2020, as follows:

<b>Performance Category</b>	<b>PBB as of % Monthly Basic Salary</b>
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.50%
Good Delivery Unit (65%)	50%

- The incentive rate of the General Manager shall depend on the performance and eligibility of GSCWD as evaluated by LWUA.
- The average of all individual rating in a department shall automatically be the rating of the Department Manager.
- There shall no longer be a ranking of individuals within a delivery unit.
- Officials and employees who failed to submit their complete SPMS Forms and SALN shall not be entitled to the FY 2020 PBB.
- The GSCWD shall ensure that the scheme is fair and transparent.
- Calibration of the application of performance standards to the value of performance ratings shall be done consistently within the department.
- In case of tie, the actual ranking shall persist. There shall be no tiebreaker. The Department shall get the rank it deserved taking into consideration the performance and efforts of all officials and employees, and such cannot be disregarded.
- The ranking of Departments shall be determined by the Performance Management (PMT) headed by the General Manager as the SPMS Champion.

  
**FERDINAND S. FERRER, MPA**  
HR Department Manager

Date: September 10, 2020

  
**ENGR. ARN B. GELLANGARIN**  
General Manager A

Date: September 10, 2020