



Cabuyao Water District

Main Office: 2nd Floor, Centro Mall, Brgy. Pulo, Cabuyao City, Laguna
Tel. No.: (049) 832-1620 Website: www.cabuyaowaterdistrict.com
Email: cabuyaowaterdistrict@gmail.com

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

1. The Delivery Unit (DU) must have achieved at least 90% of each of the approved performance targets for the delivery of Major Final Outputs (MFO's) under the Performance Informed Budget (PIB) for the year 2020 and the targets for Support to Operations (STO) and General Administrative Support Services (GASS);
2. The DU must have achieved at least 90% of each one of their priority program/project targets under the five Key Result Areas of EO No. 43;
3. The DU must have satisfied 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force for FY 2020:
 - All cash advances by an employee of the DU must be settled fully within the prescribed period;
 - All employees of the DU must have complied with the submission of SALN in accordance with RA 6713.
4. The CSC-approved SPMS will be used in rating and ranking of employees and officials;
5. DU's shall be grouped as follows:
 - Office of the General Manager
 - Administrative and General Services Division
 - Finance and Commercial Division
 - Engineering, Construction, Maintenance and Construction Division
6. Good, Better, and Best DU's shall be ranked according to the following percentage:

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

Prepared by:

CHARLENE A. CALSADO
Administration Services Assistant A

Date: _____

Reviewed by:

MARY ROSE A. AGUILLO
Division Manager C
Administrative & General Services Division

Date: _____

Approved by:

ARNOLD G. VALENCIA
General Manager C

Date: _____



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GUIDELINES/MECHANICS IN RANKING OF INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2020

1. All officials and employees of eligible Delivery Units (DUs) holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
 - Must have rendered nine (9) months of actual service for the year ending December 31, 2020. An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of PBB on a pro-rata basis.

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%

- Should have received a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
 - Must have achieved at least 90% of his/her target for the year;
 - Must have no outstanding cash advance(s) as of November 15, 2020; and
 - Must have complied with the submission of SALN in accordance with RA 6713.
2. In determining the number of personnel to be ranked, the total number of filled plantilla positions shall be considered including those who are on leave of absence or who are scholars but reported back and has served CABWAD for at least nine (9) months.
 3. Officers and rank-and-file employees shall be evaluated based on the rating obtained from the CSC-approved SPMS.
 4. Officers and rank-and-file employees of delivery units who qualified for the PBB shall be force ranked as follows:

For the Best Delivery Units:

Ranking	Individual Performance Category
Top 20%	Best Performer
Top 35%	Better Performer
Top 45%	Good Performer

For the Better Delivery Units:

Ranking	Individual Performance Category
Top 15%	Best Performer
Top 30%	Better Performer
Top 55%	Good Performer

For the Good Delivery Units:

Ranking	Individual Performance Category
Top 10%	Best Performer
Top 25%	Better Performer
Top 65%	Good Performer



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5. Heads of DUs shall submit to the Performance Management Team (PMT) the names of employees who qualified for the PBB on or before January 20, 2021. The numerical ranking of employees must be indicated with "1" as the highest rank. Their numerical rating must likewise be indicated. Submission not in accordance with this provision shall not be accepted by the PMT. Forced ranking of employees for DUs who have not submitted on the deadline set shall be undertaken by the PMT.
6. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in FY 2019 shall not be entitled to the FY 2020 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
7. Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2020 PBB.
8. Officials and employees who failed to liquidate Cash Advances received in FY 2020 within the reglementary period as required by the COA shall not be entitled to the FY 2020 PBB.
9. Performance-Based Incentive System (PBIS)-related issues, concerns and complaints raised by employees shall be submitted in writing to the Grievance Committee which shall review and make recommendations within 15 calendar days upon receipt of the said concern/complaint. Recommendation of the Grievance Committee shall be submitted to the PMT for evaluation and action within 15 calendar days. The decision of the PMT shall be final and executory.

Prepared by:

CHARLENE A. CALSADO
Administration Services Assistant A

Date: _____

Reviewed by:

MARY ROSE A. AGUILLO
Division Manager C
Administrative & General Services Division

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REPORT ON RANKING OF INDIVIDUAL CY 2020

RANK	NAME	JAN-JUNE	JULY-DEC	FINAL RATING	ADJ. RATING
1	Ching, Daisy Mae A.	4.510			Outstanding
2	Tambong, Raelin M.	4.510			Outstanding
3	Villavert, Mark Raymont Abe E.	4.500			Outstanding
4	Sampaga, Vicky Ann G.	4.450			Very Satisfactory
5	Alcasabas, Cherry Ann A.	4.430			Very Satisfactory
6	Mañalac, Rizza A.	4.419			Very Satisfactory
7	Valencia, Arnold G.	4.410			Very Satisfactory
8	Obispo, Dave Mardie T.	4.410			Very Satisfactory
9	Calsado, Charlene A.	4.410			Very Satisfactory
10	Limare, Chezza B.	4.402			Very Satisfactory
11	Carbungco, Carol M.	4.390			Very Satisfactory
12	Timbal, Jindra Marie B.	4.380			Very Satisfactory
13	Soriano, Poebe Ruth C.	4.380			Very Satisfactory
14	Vergara, Marlon C.	4.372			Very Satisfactory
15	Meer, Paul Albert Q.	4.370			Very Satisfactory
16	Lumbera, Julius Ednell B.	4.370			Very Satisfactory
17	Anastacio, Joey P.	4.370			Very Satisfactory
18	Aguillo, Mary Rose A.	4.370			Very Satisfactory
19	Galang, Eriberto B.	4.360			Very Satisfactory
20	Quillo, Dorothy B.	4.350			Very Satisfactory
21	Santiago, Nelson B.	4.350			Very Satisfactory
22	Dela Cruz, Mercado L.	4.348			Very Satisfactory
23	Calderon, Numeriano E.	4.345			Very Satisfactory
24	Urbina, Roderick P.	4.342			Very Satisfactory
25	Angeles, Ameurфина M.	4.330			Very Satisfactory
26	Papio, Marian A.	4.330			Very Satisfactory
27	Mangurali, Marco I.	4.330			Very Satisfactory
28	Briones, Cristopher D.	4.330			Very Satisfactory
29	Ancheta, Francis A.	4.325			Very Satisfactory
30	Fullon, Tristan E.	4.320			Very Satisfactory
31	De Guzman, Alma M.	4.320			Very Satisfactory
32	Batas, John Lester A.	4.320			Very Satisfactory
33	Odoño, Joy C.	4.310			Very Satisfactory
34	Munar, Adrian J.	4.300			Very Satisfactory
35	Cantalejo, Armando M.	4.300			Very Satisfactory
36	Llanto, Ronald C.	4.290			Very Satisfactory
37	Malabanan, Jessie I.	4.280			Very Satisfactory
38	Elago, Lauro N.	4.250			Very Satisfactory
39	Galang, Adriel R.	4.240			Very Satisfactory
40	Javier, Alexander B.	4.240			Very Satisfactory
41	Tabelisma, Dale Hardy S.	4.240			Very Satisfactory
42	Broqueza, Archemedes R.	4.230			Very Satisfactory
43	Robledo, Raymart A.	4.225			Very Satisfactory
44	Geral, Ricardo M.	4.225			Very Satisfactory
45	Gaspar, Dick B.	4.200			Very Satisfactory
46	Marollano, Aileen D.	4.200			Very Satisfactory
47	Dela Rosa, Charisma M.	4.197			Very Satisfactory
48	Angcao, Ernando M.	4.195			Very Satisfactory
49	Aceituna, Armando T.	4.183			Very Satisfactory
50	Malana, Melvin G.	4.160			Very Satisfactory
51	Ramos, John J.	4.156			Very Satisfactory
52	Elomina, Jonathan	4.150			Very Satisfactory
53	Luciñada, Danred G.	4.140			Very Satisfactory
54	Dela Calzada, Rhex A.	4.135			Very Satisfactory

"Protecting our waters for future generations."

(Sec. 31 & 39, P.D. 198)



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55	Gumapac, Teodoro G.	4.135	Very Satisfactory
56	Manimtim, Mark Lester P.	4.134	Very Satisfactory
57	Cansicio, Ramil A.	4.130	Very Satisfactory
58	Ramos, Teodorico A.	4.130	Very Satisfactory
59	Unlayao, Angelito A.	4.130	Very Satisfactory
60	Acietuna, Jeffrey R.	4.130	Very Satisfactory
61	Batiao, Emmanuel J.	4.128	Very Satisfactory
62	Melendrez, Arnel M.	4.125	Very Satisfactory
63	Asuncion, Frederick L.	4.125	Very Satisfactory
64	Dechos, Lito Jr. A.	4.125	Very Satisfactory
65	Eusebio, Ronald F.	4.123	Very Satisfactory
66	Candelario, Mark Anthony S.	4.120	Very Satisfactory
67	Luciñada, Florante Jr.	4.116	Very Satisfactory
68	Dasico, Eduardo O.	4.113	Very Satisfactory
69	España, Enrico V M.	4.110	Very Satisfactory
70	Cayago, Alvin	4.110	Very Satisfactory
71	Obdosantos, Roel R.	4.110	Very Satisfactory
72	Pagobo, Dick D.	4.110	Very Satisfactory
73	Eustaquio, Adorio F.	4.105	Very Satisfactory
74	Villamin, Noel L.	4.105	Very Satisfactory
75	Mamerto, Salvador R.	4.105	Very Satisfactory
76	Mariano, Alex Jr. G.	4.105	Very Satisfactory
77	Cansicio, Celso B.	4.105	Very Satisfactory
78	Cansicio, Felice Anthony M.	4.105	Very Satisfactory
79	Quinto, Arnel M.	4.105	Very Satisfactory
80	Saynes, Edison P.	4.100	Very Satisfactory
81	Sigunial, Angelito P.	4.100	Very Satisfactory
82	Harapan, Claudio Jr. B.	4.100	Very Satisfactory
83	Lamon, Romulo Jr. V.	4.100	Very Satisfactory
84	Rioveros, Romer S.	4.100	Very Satisfactory
85	Galang, Martin T.	4.100	Very Satisfactory
86	Cabrera, Jovenal D.	4.090	Very Satisfactory
87	Santos, Liberato G.	4.080	Very Satisfactory
88	Galang, John Victor A.	4.080	Very Satisfactory
89	Austria, Ariel R.	4.080	Very Satisfactory
90	Prima, Orlando P.	4.080	Very Satisfactory
91	Berja, Gerry P.	4.075	Very Satisfactory
92	Riñon, Ernesto M.	4.075	Very Satisfactory
93	Jimenez, Rocky M.	4.075	Very Satisfactory
94	Kismundo, Romel T.	4.075	Very Satisfactory
95	Dausin, Carlito Jr V.	4.075	Very Satisfactory
96	Aranzanso, Alberto B.	4.075	Very Satisfactory
97	Tenorio, Valeriano M.	4.075	Very Satisfactory
98	Cabiling, Hermie C.	4.063	Very Satisfactory
99	Laquian, Ronnel M.	4.054	Very Satisfactory
100	Amarante, Jhon Zoren S.	4.050	Very Satisfactory
101	Devoma, Samonte	4.050	Very Satisfactory
102	Caunin, Christian T.	4.050	Very Satisfactory
103	Nali, Rojino C.	4.050	Very Satisfactory
104	Lopez, Jimmy Jr.	4.045	Very Satisfactory
105	Rosales, Ruben	4.045	Very Satisfactory
106	Navea, Vermarc S.	4.040	Very Satisfactory
107	Aranzanso, Jonas B.	4.040	Very Satisfactory
108	Barrio, Orlando M.	4.040	Very Satisfactory
109	Carpaena, Edizon L.	4.040	Very Satisfactory
110	Galang, Joseph T.	4.040	Very Satisfactory
111	Lazanas, Benjamin D.	4.040	Very Satisfactory
112	Maraña, Jaime G.	4.040	Very Satisfactory
113	Refrea, Reden B.	4.040	Very Satisfactory



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114	Castro, Carlos G.	4.040	Very Satisfactory
115	Galang, Sandy	4.040	Very Satisfactory
116	Pecayo, Randy G.	4.040	Very Satisfactory
117	Yema, Jon Jon V.	4.040	Very Satisfactory
118	Yatco, Nathaniel F.	4.040	Very Satisfactory
119	Batayon, Raul L.	4.038	Very Satisfactory
120	Garcia, Soniel B.	4.020	Very Satisfactory
121	Lante, Antonio M.	4.000	Very Satisfactory

Prepared by:

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Administration Services Assistant A

Ranked by:

MARY ROSE A. AGUILLO

Division Manager C

Administrative & General Services Division

ARNOLD G. VALENCIA

GENERAL MANAGER C