



## LOCAL WATER UTILITIES ADMINISTRATION

P.O. BOX 34, U.P. Post Office, Katipunan Avenue, Balara, Quezon City  
Tel No.: 920-5581 to 99; 920-56-01 Fax No: (632) 922-34-34  
Administrator's Direct Line: (02) 929-61-07  
LWUA Website: www.lwua.gov.ph

October 21, 2016

### MEMORANDUM CIRCULAR NO. 015.16

TO : ALL WATER DISTRICTS

SUBJECT : PBB 2016 RANKING OF DELIVERY UNITS

Pursuant to the Joint Memorandum Circular No. 2016-1 dated May 12, 2016, issued by the IATF, all water districts that meet the criteria and conditions of FY 2016 Performance Targets are eligible to the FY 2016 PBB, Section 8.4 of this MC authorized LWUA to issue pertinent guidelines on the ranking of delivery units for LWDs. Department or Divisions or Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Department / Division / Delivery Unit
Next 25%	Better Department / Division / Delivery Unit
Next 65%	Good Department / Division / Delivery Unit

Pursuant to the LWD MaCRO, Delivery units are as follows:

Category	Delivery units
A	a. Office of the General Manager b. Administration Group c. Finance Group d. Operations Group e. Technical Services Group
B	a. Office of the General Manager b. Administrative and Human Resource Department c. Finance Services Department d. Commercial Services Department e. Engineering and Operations Department
C	a. Office of the General Manager b. Administrative and General Services Division c. Finance and Commercial Division d. Engineering and Construction Division e. Production and Water Quality Division

D	a. Office of the General Manager b. Admin Section c. Finance Services Section d. Commercial Services Section e. Operational / Technical Section If not applicable, use the IPCRs to rank personnel using same ranking percentage
---	---

Section 8.3 and 9.0 of the Memorandum Circular No. 2016-01 are hereby reiterated, to wit:

*8.3 – “Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices / delivery units shall be indicated in Form 1.0 (Annex 4). There shall no longer be a ranking of individuals within a delivery units”*

*9.0 – Rates of the FY 2016 PBB – “The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual’s monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000:”*

Performance Category	PBB as % of Monthly Basic Salary
Best Department / Division / Delivery Unit (10%)	65%
Better Department / Division / Delivery Unit (25%)	57.5%
Good Department / Division / Delivery Unit (65%)	50%

In this regard, please submit Form 1.0 – Report on Ranking of Officers / Delivery Units as part of the requirements for PBB 2016 per IATF Memorandum Circular No. 01 Series of 2016 dated May 12, 2016.

For your guidance and strict compliance.



**ANDRES F. IBARRA**  
Administrator