



Republic of the Philippines  
**METROPOLITAN NAGA  
WATER DISTRICT**  
40 J. Miranda Avenue, Naga City

**MEMBER:**

Philippine Association of Water Districts  
Philippine Waterworks Association  
Southern Luzon Water Districts Association  
Bicol Water Districts Association

**EXCERPT FROM THE MINUTES OF THE BOARD OF DIRECTORS' REGULAR MEETING HELD AT THE MNWD BOARD ROOM ON NOVEMBER 18, 2015.**

*We, the undersigned, being the directors of this corporation consent and agree that the following corporate resolution was made  
on November 18, 2015  
at 2:00 P.M.  
in Metropolitan Naga Water District Board Room.*

*We do hereby consent to the adoption of the following, as if it was adopted at a regular meeting of the board of directors of this corporation. In accordance with the state law and the bylaws of this Corporation, by unanimous consent, the Board of Directors decided that:*

**RESOLUTION 160**  
*Series of 2015*

**RESOLUTION ADOPTING THE LOCAL WATER UTILITIES ADMINISTRATION (LWUA) MEMORANDUM CIRCULAR NO. 015-15 DATED OCTOBER 29, 2015 RE GUIDELINES ON THE RANKING OF LOCAL WATER DISTRICTS (LWDs) DELIVERY UNITS RELATIVE TO THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2015 PER EXECUTIVE ORDER NO.80**

**WHEREAS**, the Management thru the Acting General Manager Cesar H. Federizon has presented to the Honorable Board of Directors the recommendation for adoption of LWUA Memorandum Circular No. 015-15 dated October 29, 2015;

**WHEREAS**, the guidelines on ranking of delivery units in LWDs assures that the objective and measuring performance of LWDs to be achieved and bring forth the culture of accountability to public service and cooperation, wherein activities are linked towards service delivery;

**WHEREAS**, the delivery units of eligible WDs for FY 2015 PBB shall be forced ranked to determine equivalent value of PBB. The LWDs shall use the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in Rating and Ranking of Employees. The Eligibility of Individuals with at least satisfactory performance rating under 6.0 of the IATF Memorandum Circular No. 2015-1 shall apply;

**WHEREAS**, the employees of LWDs shall be forced ranked within each delivery unit, subject to the estimated budget ceiling per agency for FY 2015 PBB using Individual Performance Commitment and Review (IPCR);

**WHEREAS**, the herein ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) within the delivery units using the Office Performance Commitment and Review (OPCR). Forced Ranking shall be according to categories in 7.5 of Memorandum Circular No. 2015-01;



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**BEST DELIVERY UNIT/S**

RANKING	INDIVIDUAL PERFORMANCE CATEGORY	RATES PER 7.2 OF MC NO. 2014-02
Top 20%	Best Performer	35,000
Next 35%	Better Performer	20,000
Next 45%	Good Performer	10,000

**BETTER DELIVERY UNIT/S**

RANKING	INDIVIDUAL PERFORMANCE CATEGORY	RATES PER 7.2 OF MC NO. 2014-02
Top 15%	Best Performer	25,000
Next 30%	Better Performer	13,500
Next 55%	Good Performer	7,000

**GOOD DELIVERY UNIT/S**

RANKING	INDIVIDUAL PERFORMANCE CATEGORY	RATES PER 7.2 OF MC NO. 2014-02
Top 10%	Best Performer	15,000
Next 25%	Better Performer	10,000
Next 65%	Good Performer	5,000

The resulting ranking of delivery units and the personnel therein shall be indicated in Form 1.0 as specified in Memorandum Circular No. 2015-01.

**WHEREFORE**, upon the joint and collective motion of the Honorable Members of the MNWD Board of Directors;

**BE IT RESOLVED, AS IT IS HEREBY RESOLVED THAT THE METROPOLITAN NAGA WATER DISTRICT BOARD OF DIRECTORS HEREBY:** adopts the of Local Water Utilities Administration Memorandum Circular No. 015-15 dated October 29, 2015 *re: Guidelines on the ranking of Local Water Districts (LWDs) delivery units relative to the grant of the Performance-based Bonus (PBB) for fiscal year 2015 per Executive Order No.80.*

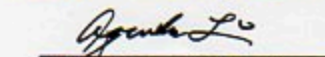
**UNANIMOUSLY APPROVED.**

xxx

xxx

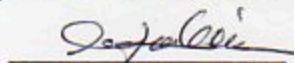
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The Officers of this Corporation were authorized to perform the act to carry out this corporate resolution

  
 Director's Signature

**AQUILES D. LO**  
 Printed Name

11-18-15  
 DATE

  
 Director's Signature

**ADOLFO L. OLIVAN**  
 Printed Name

11-18-15  
 DATE

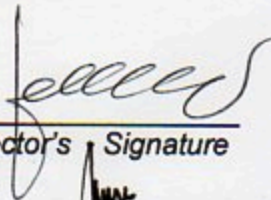


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
**MEMBER:**

Philippine Association of Water Districts  
Philippine Waterworks Association  
Southern Luzon Water Districts Association  
Bicol Water Districts Association

  
\_\_\_\_\_  
Director's Signature

**JORGE T. PALMA**  
\_\_\_\_\_  
Printed Name


**11-18-15**  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
Director's Signature

**SOCORRO B. FELIX**  
\_\_\_\_\_  
Printed Name

**11-18-15**  
\_\_\_\_\_  
DATE

The Secretary of the Corporation certifies that the above is true and correct copy of the resolution adopted on the above-dated meeting of the Board of Directors.

  
\_\_\_\_\_  
Signature of Board Secretary

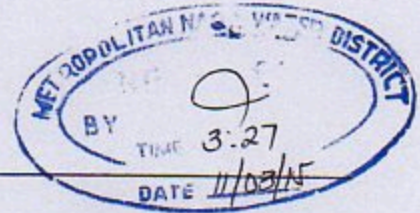
**11-18-15**  
\_\_\_\_\_  
Date

**SOCORRO B. FELIX**  
\_\_\_\_\_  
Printed name of Board Secretary



**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) 920-34-34  
Administrator's Direct Line: (02) 929-61-07  
LWUA Website: www.lwua.gov.ph



October 29, 2015

**MEMORANDUM CIRCULAR NO. 015.15**

**TO :** ALL WATER DISTRICTS

**SUBJECT :** Guidelines on the Ranking of Local Water Districts (LWDs)  
Delivery Units relative to the Grant of the Performance-Based  
Bonus (PBB) for Fiscal Year 2015 per Executive Order No. 80

Board,  
DMA's,

*[Handwritten signature]*

Guidelines on the ranking of delivery units in the LWDs is hereby issued in order to ensure that the objective and measuring performance of LWDs is achieved and to foster the culture of accountable public service and cooperation, wherein activities are linked towards service delivery.

**Ranking of Individuals and Delivery Units**

Delivery units of eligible WDs for FY 2015 PBB shall be forced ranked to determine equivalent value of PBB. The LWDs shall use the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in Rating and Ranking of employees. The Eligibility of Individuals with at least satisfactory performance rating under 6.0 of the IATF Memorandum Circular No. 2015-1 shall apply.

The employees of LWDs shall be forced ranked within each delivery unit, subject to the estimated budget ceiling per agency for FY 2015 PBB using the Individual Performance Commitment and Review (IPCR).

The ranking of delivery units shall be based on the **average rating** of all the Individual Performance Commitment and Review (IPCR) within the delivery units using the Office Performance Commitment and Review (OPCR). Forced Ranking shall be according to categories in 7.5 of Memorandum Circular No. 2015-01.

Memorandum Circular No. \_\_\_\_\_

Guidelines on the Ranking of Local Water Districts (LWDs) Delivery Units relative to the Grant of the PBB for FY 2015 per Executive Order No. 80

Page 2 of 2

**Best Delivery Unit/s**

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
Top 20%	Best Performer	35,000
Next 35%	Better Performer	20,000
Next 45%	Good Performer	10,000

**Better Delivery Unit/s**

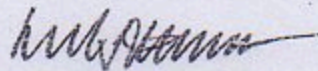
Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
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**Good Delivery Unit/s**

Ranking	Individual Performance Category	Rates per 7.2 of MC No. 2014-02
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Next 65%	Good Performer	5,000

The resulting ranking of delivery units and the personnel therein shall be indicated in Form 1.0 as specified in Memorandum Circular No. 2015-01.

For your compliance.



ANDRES F. IBARRA

Administrator