



**MEMORANDUM NO. 2015-12-04**


**TO** : All Employees

**FROM** : Office of the General Manager

The Infanta (Quezon) Water District after thoroughly discussed the Guidelines/Mechanics in Ranking Offices/Delivery Units and Individual is now Officially Adopting and Implementing for the grant of Performance Based Bonus (PBB) FY 2015.

For your information and guidelines.

Dec. 29, 2015

  
**ISAGANI R. PRADILLADA**  
General Manager



**INFANTA (QUEZON) WATER DISTRICT GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

**RANKING OF DELIVERY UNITS**

1. To facilitate the ranking of delivery units, they shall be formed into groups according to the similarity of their tasks, functions and responsibilities. For this purpose, there shall be Six (6) delivery units, as follows: a) Office of the General Manager b) Administrative Section c) Finance Section d) Commercial Section e) Operation Section and f) Maintenance Section
2. Delivery units shall be forced rank according to the following categories:

<b>RANKING</b>	<b>PERFORMANCE CATEGORY</b>
Top 10%	Best Delivery Unit
Top 25%	Better Delivery Unit
Top 65%	Good Delivery Unit

3. The ranking of delivery units shall be based on the average rating of all the IPCR within the delivery units.
4. The Department Manager shall derive and document his/her commitments from the OPCR using IPCR Form.

**RANKING OF INDIVIDUALS**

1. The employees average rating based on their IPCR's for the Two (2) consecutive semesters of 2015 shall be overall rating for the fiscal year.
2. The employees shall be forced ranked within each delivery unit, subject to budget limitation and availability of funds for FY 2015 PBB using Individual Performance Commitment and Review (IPCR).
3. Forced ranking shall be according to the performance categories and schedule as provided for in Section 7.5 of M.C. No. 20515-01 to wit;



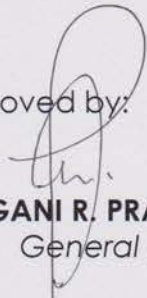
BEST DELIVERY UNIT		
RANKING	INDIVIDUAL PERFORMANCE CATEGORY	Rates per 7.2 MC No. 2014-22
Top 20%	Best	P 35,000.00
Next 35%	Better	20,000.00
Next 25%	Good	10,000.00

BETTER DELIVERY UNIT		
RANKING	INDIVIDUAL PERFORMANCE CATEGORY	Rates per 7.2 MC No. 2014-22
Top 15%	Best	P 25,000.00
Next 30%	Better	13,000.00
Next 55%	Good	7,000.00

GOOD DELIVERY UNIT		
RANKING	INDIVIDUAL PERFORMANCE CATEGORY	Rates per 7.2 MC No. 2014-22
Top 10%	Best	P 15,000.00
Next 25%	Better	10,000.00
Next 65%	Good	5,000.00

4. In case of deadlocks on the individual performance rating, other quantifiable criteria such as attendance, punctuality, violation of office policies/ commission of administration offenses and performance of additional designated functions shall be taken into consideration.

Approved by:

  
**ISAGANI R. PRADILLADA**  
General Manager

December 29, 2015  
Date of Adoption

**INFANTA (QUEZON) WATER DISTRICT**

Infanta, Quezon

**SUMMARY OF RATINGS**

January to June 2015 Accomplishment

	NAME	RATING	
		NUMERIC	ADJECTIVAL
OPCR			
1	ISAGANI R. PRADILLADA	4.16 ✓	Very Satisfactory
IPCR			
1	Reagan C. Supremo	4.43 ✓	Very Satisfactory
2	Glen B. Mortiz	4.40	Very Satisfactory
3	Jannette O. Dimaculangan	4.36	Very Satisfactory
4	May Ann A. Peñaojas	4.28 ✓	Very Satisfactory
5	Myra M. Veloso	4.28 ✓	Very Satisfactory
6	Naida S. Evasco	4.27 ✓	Very Satisfactory
7	Flor Angelie L. Cuballes	4.25	Very Satisfactory
8	Linalyn P. Tolentino	4.24	Very Satisfactory
9	Ramzie P. Calara	4.08 ✓	Very Satisfactory
10	Aries S. America	4.00	Very Satisfactory
11	Marlon B. Moriones	3.99	Very Satisfactory
12	Ismael S. Masibay	3.99 ✓	Very Satisfactory
13	Gerry C. Bustonera	3.95	Very Satisfactory
14	Alexius A. Ritual	3.85	Very Satisfactory
15	Pedrito V. Auditor	3.81	Very Satisfactory
16	Ryann A. Romantico	3.81	Very Satisfactory
17	Tirso R. Rivera	3.77	Very Satisfactory
18	Marna P. Garcia	3.60	Very Satisfactory
19	Christian R. Tena	3.60	Very Satisfactory
20	Sandro T. Bustos	3.53	Very Satisfactory
21	Jommel P. Solleza	3.42	Satisfactory
22	Apollo C. Peñamora	3.40	Satisfactory
23	Roberto A. Gurango	3.40	Satisfactory
24	Johnny L. Florante Jr.	3.31	Satisfactory
25	Ramon A. Escareces	3.29 ✓	Satisfactory
26	Menandro V. Resplandor	3.29	Satisfactory
27	Julito A. Astoveza	3.25	Satisfactory
28	Aldrin Angelo M. Alteza	3.20	Satisfactory
29	Arnel P. Mortiz	3.18	Satisfactory
30	Helen M. Leynes	3.18	Satisfactory
31	Herson T. Javier	3.15 ✓	Satisfactory
32	Melchor R. Combo	3.12	Satisfactory
33	Liezl C. Peñamora	3.08 ✓	Satisfactory
34	Guillermo A. Auditor	3.45 ✓	Satisfactory
35	Aries C. Ocampo	2.95	Satisfactory
36	Jerry G. Cuento	2.81	Satisfactory
37	Marilou M. Conchada	2.73	Satisfactory
38	Leo Mark A. Tena	2.67	Satisfactory
39	Arrold C. Fortunado	2.65	Satisfactory
40	Janeth R. Serafines	2.53	Satisfactory
	Average	<b>3.56</b>	

Submitted by:

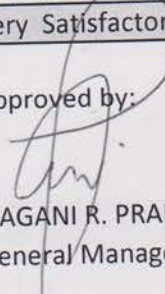
ISAGANI R. PRADILLADA  
General Manager

**INFANTA (QUEZON) WATER DISTRICT**  
Infanta, Quezon

**SUMMARY OF RATINGS**  
July to December 2015 Accomplishment

OPCR			
1	Isagani R. Pradillada	4.46	Very Satisfactory
IPCRs			
1	Reagan C. Supremo	4.45	Very Satisfactory
2	Glen B. Mortiz	4.45	Very Satisfactory
3	May Ann A. Peñaojas	4.43	Very Satisfactory
4	Jannette O. Dimaculangan	4.42	Very Satisfactory
5	Flor Angelie L. Cuballes	4.42	Very Satisfactory
6	Naida S. Evasco	4.39	Very Satisfactory
7	Ismael S. Masibay	4.20	Very Satisfactory
8	Linalyn P. Tolentino	4.20	Very Satisfactory
9	Marna P. Garcia	4.17	Very Satisfactory
10	Ramzie P. Calara	4.16	Very Satisfactory
11	Menandro V. Resplandor	4.14	Very Satisfactory
12	Alexius A. Ritual	4.13	Very Satisfactory
13	Gerry C. Bustonera	4.11	Very Satisfactory
14	Tirso R. Rivera	4.11	Very Satisfactory
15	Aldrin Angelo M. Alteza	4.10	Very Satisfactory
16	Myra M. Veloso	4.10	Very Satisfactory
17	Marlon B. Moriones	4.09	Very Satisfactory
18	Pedrito V. Auditor	4.05	Very Satisfactory
19	Julito A. Astoveza	3.99	Very Satisfactory
20	Christian R. Tena	3.94	Very Satisfactory
21	Aries C. Ocampo	3.93	Very Satisfactory
22	Jommel P. Solleza	3.91	Very Satisfactory
23	Ryann A. Romantico	3.87	Very Satisfactory
24	Melchor R. Combo	3.85	Very Satisfactory
25	Apollo C. Peñamora	3.84	Very Satisfactory
26	Herson T. Javier	3.84	Very Satisfactory
27	Leo Mark A. Tena	3.83	Very Satisfactory
28	Sandro T. Bustos	3.81	Very Satisfactory
29	Guillermo A. Auditor	3.78	Very Satisfactory
30	Aries S. America	3.75	Very Satisfactory
31	Arnel P. Mortiz	3.72	Very Satisfactory
32	Johnny L. Florante Jr.	3.70	Very Satisfactory
33	Helen M. Leynes	3.70	Very Satisfactory
34	Liezl C. Peñamora	3.68	Very Satisfactory
35	Ramon A. Escareces	3.60	Very Satisfactory
36	Roberto A. Gurango	3.58	Very Satisfactory
37	Jerry G. Cuento	3.58	Very Satisfactory
38	Arrold C. Fortunado	3.43	Satisfactory
39	Marilou M. Conchada	3.35	Satisfactory
40	Janeth R. Serafines	1.90	Unsatisfactory
Average		3.917	Very Satisfactory

Approved by:

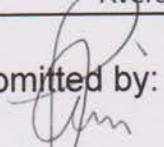
  
ISAGANI R. PRADILLADA  
General Manager

**INFANTA (QUEZON) WATER DISTRICT**  
Infanta, Quezon

**SUMMARY OF RATINGS**  
January to December 2015 Accomplishment

OPCR	NAME	RATING			ADJECTIVAL
		NUMERIC			
		Jan-June 2015	July-Dec. 2015	Jan-Dec. 2015	
1	ISAGANI R. PRADILLADA	4.13	4.46	4.29	Very Satisfactory
<b>IPCR</b>					
1	Reagan C. Supremo	4.43	4.45	4.44	Very Satisfactory
2	Glen B. Mortiz	4.40	4.45	4.43	Very Satisfactory
3	Jannette O. Dimaculangan	4.36	4.42	4.39	Very Satisfactory
4	May Ann A. Peñaojas	4.28	4.43	4.35	Very Satisfactory
7	Flor Angelie L. Cuballes	4.25	4.42	4.34	Very Satisfactory
6	Naida S. Evasco	4.27	4.39	4.33	Very Satisfactory
8	Linalyn P. Tolentino	4.24	4.20	4.22	Very Satisfactory
5	Myra M. Veloso	4.28	4.10	4.19	Very Satisfactory
9	Ramzie P. Calara	4.08	4.16	4.12	Very Satisfactory
12	Ismael S. Masibay	3.99	4.20	4.09	Very Satisfactory
11	Marlon B. Moriones	3.99	4.09	4.04	Very Satisfactory
13	Gerry C. Bustonera	3.95	4.11	4.03	Very Satisfactory
14	Alexius A. Ritual	3.85	4.13	3.99	Very Satisfactory
17	Tirso R. Rivera	3.77	4.11	3.94	Very Satisfactory
15	Pedrito V. Auditor	3.81	4.05	3.93	Very Satisfactory
18	Marna P. Garcia	3.60	4.17	3.89	Very Satisfactory
10	Aries S. America	4.00	3.75	3.87	Very Satisfactory
16	Ryann A. Romantico	3.81	3.87	3.84	Very Satisfactory
19	Christian R. Tena	3.60	3.94	3.77	Very Satisfactory
26	Menandro V. Resplandor	3.29	4.14	3.71	Very Satisfactory
20	Sandro T. Bustos	3.53	3.81	3.67	Very Satisfactory
21	Jommel P. Solleza	3.42	3.91	3.66	Very Satisfactory
28	Aldrin Angelo M. Alteza	3.20	4.10	3.65	Very Satisfactory
22	Apollo C. Peñamora	3.40	3.84	3.62	Very Satisfactory
27	Julito A. Astoveza	3.25	3.99	3.62	Very Satisfactory
34	Guillermo A. Auditor	3.45	3.78	3.62	Very Satisfactory
24	Johnny L. Florante Jr.	3.31	3.70	3.51	Very Satisfactory
31	Herson T. Javier	3.15	3.84	3.50	Very Satisfactory
23	Roberto A. Gurango	3.40	3.58	3.49	Satisfactory
32	Melchor R. Combo	3.12	3.85	3.48	Satisfactory
29	Arnel P. Mortiz	3.18	3.72	3.45	Satisfactory
25	Ramon A. Escareces	3.29	3.60	3.45	Satisfactory
35	Aries C. Ocampo	2.95	3.93	3.44	Satisfactory
30	Helen M. Leynes	3.18	3.70	3.44	Satisfactory
33	Liezl C. Peñamora	3.08	3.68	3.38	Satisfactory
38	Leo Mark A. Tena	2.67	3.83	3.25	Satisfactory
36	Jerry G. Cuento	2.81	3.58	3.19	Satisfactory
39	Arrold C. Fortunado	2.65	3.43	3.04	Satisfactory
37	Marilou M. Conchada	2.73	3.35	3.04	Satisfactory
40	Janeth R. Serafines	2.53	1.90	2.21	Satisfactory
Average		<b>3.45</b>	<b>3.92</b>	<b>3.74</b>	

Submitted by:

  
ISAGANI R. PRADILLADA  
General Manager