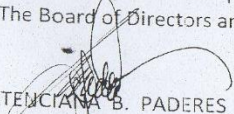
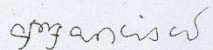


**SAN JOSE CITY WATER DISTRICT**

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

1. SPMS shall be used in evaluating the performance of each office and individuals.
2. Delivery units shall be ranked based on Office Performance Commitment Review and the Accomplishment Rate as indicated in Form A and Form A1, and Performance Monitoring Report Form
3. Employees shall be ranked based on their Individual Performance Commitment Review.
4. Ranking of Employees under Best Delivery Unit:
  - a. Employees with Outstanding rating - Best Performer
  - b. Employees with Very Satisfactory rating but got the highest point score - Best Performer
  - c. Employees with Very Satisfactory rating and point score of 4 up - Better Performer
  - d. Remaining 45% of employees under this delivery unit with satisfactory rating - Good Performer
5. Ranking of Employees under Better Delivery Unit
  - a. Employees with Outstanding rating - Best Performer
  - b. Employees with Very Satisfactory rating and highest point score in the same delivery unit - Best Performer
  - c. Employees with Very Satisfactory rating - Better Performer
  - d. Employees with Satisfactory rating but got the highest rating among employees in the same delivery unit - Better Performer
  - e. Remaining 55% of employees under this delivery unit with satisfactory rating (3 up) - Good Performer
6. Ranking of Employees under Good Delivery Unit
  - a. Employees with Outstanding rating - Best Performer
  - b. Employees with Very Satisfactory rating, highest among the same delivery unit, and higher than the point score of better performer in the better delivery unit - Best Performer
  - c. Employees with Satisfactory rating but got higher rating with better performer employees in the Better Delivery Unit - Better Performer
  - d. Remaining 65% of employees under this delivery unit with satisfactory rating (3 up) - Good Performer
7. The Board of Directors and General Manager Rank will be based on the Agency's Rating. Allocation for their PBB shall be based on the Best Performer.

  
POTENCIANA B. PADERES  
Senior Industrial Relations  
Management Officer

  
ENGR. CECILIA M. FRANCISCO  
General Manager

Date: Nov. 28, 2015

Date: Nov. 28, 2015