

ANNEX 8

**GUIDELINE/MECHANICS IN RANKING OFFICES /DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS**

Department / Agency : BATANGAS STATE UNIVERSITY

I. Purpose

This guideline aims to provide system of identifying the eligibility of the University's delivery units and individuals for the grant of the Performance-Based Bonus (PBB) for FY 2018 pursuant to IATF Memorandum Circular No. 2018-1 dated March 28, 2018.

II. Scope

Officials, faculty members and employees of Batangas State University (BatStateU) including its (9) extension campuses holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with BatStateU, and whose compensation are charged to the appropriation under Personnel Services; those occupying positions in the DBM approved contractual staffing pattern of the University are covered.

III. Delivery Units

The Batangas State University shall be divided into the following delivery units:

| | Delivery Units |
|----|--|
| 1 | College of Accountancy, Business, Economics and International Hospitality Management (CABEIHM) |
| 2 | College of Arts and Sciences (CAS) |
| 3 | College of Engineering, Architecture and Fine Arts (CEAFA) |
| 4 | College of Informatics and Computing Sciences (CICS) |
| 5 | College of Industrial Technology (CIT) |
| 6 | College of Teacher Education (CTE) |
| 7 | College of Nursing and Health Sciences (CONAHS) |
| 8 | Lipa Colleges |
| 9 | Rosario Colleges |
| 10 | San Juan Colleges |
| 11 | Balayan Colleges |
| 12 | Lemery Colleges |
| 13 | Lobo Colleges |
| 14 | Nasugbu Colleges |
| 15 | Malvar Colleges |

** Each college is considered as one delivery unit*

IV. Ranking of Delivery Units

Provided that the delivery units have satisfied 100% of the Good Governance Conditions for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 8.0 of the MC, they shall be forced ranked according to the following:

| Ranking | Performance Category |
|----------|------------------------------------|
| Top 10% | Best Bureau/Office/Delivery Unit |
| Next 25% | Better Bureau/Office/Delivery Unit |
| Next 65% | Good Bureau/Office/Delivery Unit |

Ranking shall be based on the Office Performance Commitment and Review (OPCR) rating for FY 2018 of the BatStateU SPMS approved by the CSC; and Outcome and Output Indicators performance which include Higher Education, Advanced Education; Research Services; Extension Services, Support to Operations (STO) and General Administration and Support Services (GASS). The rating for each performance indicator is based on the following:

| Category | Rating | |
|--|--------|-------------------|
| 130% or higher of the target was accomplished. | 5 | Outstanding |
| 115% to less than 130% of the target was accomplished. | 4 | Very Satisfactory |
| 100% to less than 114% of the target was accomplished. | 3 | Satisfactory |
| 51% to 99% of the target was accomplished. | 2 | Needs Mentoring |
| 50% and below of the target was accomplished. | 1 | Needs Development |

Overall rating of each delivery unit shall be 50% MFO and 50% OPCR ratings. Delivery unit / individual shall have a final average rating for the current fiscal year of at least an adjectival rating of "Satisfactory" in their OPCR /IPCR in order to be eligible in the ranking.

The delivery units shall also achieve 100% accomplishment rate in all its performance indicators which are indicated in the Department of Budget and Management GAA for FY 2018 in order to be eligible to the PBB FY 2018

In a condition where there is a tie in the ranking among individuals and delivery units, the Executive Committee on Institutional Planning (ExeCom) of the University shall be the one responsible in resolving such situation.

V. Ranking of Personnel under Support to Operations (STO) and General Administration and Support Services (GASS)

Personnel under STO and GASS shall be included in the Best Delivery unit. Their eligibility shall be subjected also under section 7.0, "Eligibility of Individuals" of the IATF Memorandum Circular No. 2018-1.


V. PBB Rates of Individual Personnel

The delivery units where the personnel has been designated shall be the basis of each individual's PBB rate whether he/she will be Best, Better or Good. The rate will be based on the monthly basic salary as of December 31, 2018 as follows, but not lower than P5,000.00

| Performance Category | Multiple of Basic Salary |
|----------------------|--------------------------|
| Best Delivery Unit | 65% |
| Better Delivery Unit | 57.5% |
| Good Delivery Unit | 50% |

VI. Effectivity and Repealing Clause

This guideline on the system of ranking of delivery units shall take effect immediately and shall remain in effect until upon issuance of a repealing order. All other existing policy on the system of ranking of delivery units for the grant of FY 2018 Performance-Based Bonus (PBB) inconsistent herewith are hereby deemed modified accordingly.


Mr. NOEL ALBERTO S. OMANDAP
 Head of HR

Date : Sep. 28, 2018


Dr. TIRSO A. RONQUILLO
 Department / Agency Head

Date : Sep. 28, 2018