



**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

1. Introduction

With the continuing implementation of Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016, all heads of Departments, Bureaus, Offices and other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, Local Water Districts, and Local Government Units are directed to adopt the Results-Based Performance Management System (RBPMS) thru its incentive component – the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).

In particular, pursuant to Memorandum Circular No. 2016-1 issued last May 12, 2016, the Romblon State University (RSU) adopts the guidelines on the Grant of PBB for the Fiscal Year 2016. RSU issued the following guidelines and mechanics to set the process, criteria, and requirements for the grant of the PBB for FY 2016. This is also the basis in determining and evaluating the eligibility conditions and performance ranking and rating of offices/delivery units within the university system.

These guidelines cover all officials and employees (both teaching and non-teaching personnel) of RSU holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the university, and whose compensation are charged under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern.

2. Eligibility Criteria and Force Ranking Process

2.1 The Performance Management Team (PMT) was created to define the criteria, ranking and rating procedures as well as the identification of the offices/delivery units of the university. The appropriate grouping or clustering of the offices/delivery units is based on Memorandum Circular No. 2016-2 dated October 12, 2016 and in accordance with similar tasks and responsibilities of these offices/delivery units within the existing organizational structure of the university.

2.2 The PMT makes the necessary evaluation on the criteria, ranking and rating agreed upon across the university. The team is composed of the following officials:

- a. Ms. Violeta F. Maulion – Chief Administrative Officer (Chairperson)
- b. Dr. Elvin F. Gaac – VP for Academic Affairs (Co-Chairperson)
- c. Dr. Arthur R. Ylagan –VP for Research, Extension and Training (Member)
- d. Ms. Noemi B. Faminialan – Administrative Officer/HRMO (Member)
- e. Dr. Marife M. Garcia – Director, Admission, Faculty Evaluation and Accreditation (Member)
- f. Mr. Lou V. Foja – VP for Finance, Administrative Support and Services (Member)
- g. Prof. Edgardo F. Fadallan, Presidential Assistant for Production, IGPs and Special Projects (Member)
- h. Ms. Cynthia R. Laynesa – Accountant II (Member)
- i. Dr. Reynaldo P. Ramos, Director for Planning and Development (Member)



- j. Prof. Tomas T. Faminial – President, RoSUFA (Member)
- k. Ms. Cheryl M. Maulion – President, RSUUNP (Member)
- l. All offices/delivery units Heads (Member)

- 2.3 The basis for the criteria, rating and forced ranking is the Office Performance Commitment Review (OPCR) of the identified offices/delivery units. The OPCR rating of every delivery unit is the average ratings from the consolidated Individual Performance Commitment Review (IPCRs) accomplished or rated by the immediate supervisor or designated official assigned in that delivery unit.
- 2.4 Only the offices/delivery units of the university that have fully complied 100% of good governance conditions (GGC) set by Inter-Agency Task Force (IATF) and also achieved 90% in all applicable Performance Indicators (PIs) specified in the approved Major Final Outputs (MFOs) and in the Support to Operation (STO) and General Administration and Support Services (GASS).
- 2.5 Only the offices/delivery units of the university that have achieved an OPCR average rating of “Very Satisfactory” or higher are eligible for the PBB FY2016.
- 2.6 All supporting documents, claims, and justifications for applicable PIs shall be validated by PMT with proper endorsement or certification from the concerned units: Office of the President, Human Resource, Planning and Development, Research, Extension and Training, and Finance and Accounting.
- 2.7 The offices/delivery units that meet the above criteria and conditions are eligible to the PBB FY2016 and shall be forced ranked according to the following categories:

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

- 2.8 In case of ties relative to the forced ranking of the offices/delivery units, the University President shall resolve the issue and break the tie.
- 2.9 There shall no longer be a ranking of individuals or personnel within the identified offices/delivery unit. Only the personnel/employee or individual staff under or belonging to the eligible office/delivery unit are qualified for the PBB FY2016.
- 2.10 Only personnel/employees belonging to the eligible office/delivery unit who received a rating of at least “Satisfactory” or better based on the university’s Civil Service Commission (CSC) – approved Strategic Performance Management System (SPMS) are qualified for the PBB FY2016.
- 2.11 Other requirements and conditions not included or mentioned in this ranking procedure/system for PBB FY2016 entitlement and disqualification but stipulated in Memorandum Circular No. 2016-1 issued dated May 12, 2016 shall also be followed or applied.

3. RATES OF THE INDIVIDUAL EMPLOYEES FOR PBB FY2016

- 3.1 Only personnel/employees rendered a minimum of three (3) months of service or less than nine (9) months with at least “Satisfactory” or better rating shall be eligible to the PBB FY 2016 on a pro-rata basis corresponding to the actual length of service rendered, as presented below:



| <i>Length of Service</i> | <i>Percent of PBB Rate</i> |
|---------------------------------|-----------------------------------|
| 8 months but less than 9 months | 90% |
| 7 months but less than 8 months | 80% |
| 6 months but less than 7 months | 70% |
| 5 months but less than 6 months | 60% |
| 4 months but less than 5 months | 50% |
| 3 months but less than 4 months | 40% |

- 3.2 The PBB rates of individual personnel/employee shall depend on the performance ranking of the office/delivery unit where they belong as stipulated in Item 2.7.
- 3.3 The rate is based on the individual employee's monthly basic salary as of December 31, 2016, but not lower than Php5,000.00
- 3.4 The corresponding PBB rates as percent of the individual employee's monthly basic salary are as follows:

| <i>Performance Category</i> | <i>PBB as Percent of Monthly Basic Salary</i> |
|------------------------------------|--|
| Best Office/Delivery Unit (10%) | 65% |
| Better Office/Delivery Unit (25%) | 57.5% |
| Good Office/Delivery Unit (65%) | 50% |

- 3.5 The President of the university is eligible as set in CHED Memorandum Order No.4, s. 2015 and based on the eligibility performance of the university. Furthermore, the corresponding PBB rate shall be based on the SUC President's monthly basic salary as of December 31, 2016 and the following conditions apply as mentioned below:

| <i>Performance of Eligible University (Applies to the SUC President)</i> | <i>PBB as Percent of Monthly Basic Salary</i> |
|--|--|
| a. University achieved all GGCs and its physical targets in all MFOs, STO and GASS | 65% |
| b. University achieved all GGCs, and has deficiency/ies in some of its physical targets due to <i>uncontrollable reasons</i> | 57.5% |
| c. University achieved all GGCs, and has deficiency in one of its physical target/s due to <i>controllable reasons</i> | 50% |