



Republic of the Philippines
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION

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UP Diliman Campus, Quezon City

**GUIDELINES IN THE RANKING OF CHED DELIVERY UNITS ON THE
GRANT FOR THE PERFORMANCE- BASED BONUS (PBB)
FOR FISCAL YEAR 2020**

1. BACKGROUND/RATIONALE

Per Executive Order No. 80, s. 2012, "Directing the Adoption of a Performance-Based Incentive (PBI) System for Government Employees", a system consisting of the Productivity Enhancement Bonus and the Performance-Based Bonus (PBB), shall be adopted in the national government beginning Fiscal Year (FY) 2012.

The PBB is characterized as a system of ranking delivery units within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars: Performance Targets and Good Governance Conditions as determined by the IATF under AO 25, s. 2011.

For FY 2020, the AO 25 -IATF issued MC 2020-01 dated June 2, 2020 to govern the grant.

2. PURPOSE:

- 2.1 To inform CHED officials and employees on the guidelines adopted by the Government for the grant of PBB for FY 2020;
- 2.2 To set the guidelines in ranking delivery units in CHED as identified in Annex 1 of MC 2020-01
- 2.3. To ensure the alignment of all CHED delivery units to the Policies of the Commission and the National Government.

3. COVERAGE:

The herein guidelines shall apply to the FY 2020 performance of offices in CHED Central and Regional Offices including the Legal Education Board and the UniFAST Board as approved by their respective boards.

4. **RANKING PROCESS;**

1. To facilitate the ranking, the Offices shall be grouped into three (3) sub-group according to the similarity of tasks or responsibilities) classified as follows:

- a. Management and Support Group composed of five (5) Offices: Office of the Chairperson and Commissioners, Office of the Executive Director, including the Office of the Deputy Executive Director, Higher Education Development Fund Staff, Administrative, Financial and Management Services, and Legal and Legislative Services.
- b. Core or Technical Group composed of seven (7) Offices - Office of Programs and Standards Development, Office of Planning, Research and Knowledge Management, Office of Institutional Quality Assurance and Governance, Office of Student Development and Services, International Affairs Staff, and subject to the confirmation of their respective boards, the Legal Education Board, and UNIFAST Board.
- c. Sixteen (16) regional offices.

The forced ranking will be done within the three (3) sub-groups.

2. For LEB and UNIFAST, the criteria are subject to the confirmation of their respective Boards and in accordance with the process set in IATF Memorandum Circular No. 1, s. 2019.

3. To promote accountability and to reflect each Office's contribution in complying with the new requirements of the 2020 PBB and to enhance transparency among the CHED Officials and employees performance rating, the following criteria shall be considered: a) Performance Rating, b) Streamlining and Process Improvement, c) Client Satisfaction Survey, d) GPPB Requirements, e) FOI Reports, g) Budget Utilization Rate (BUR), and h) Compliance with Audit Findings.

4. Thus, the criteria to be followed in ranking the of CHED offices shall be:

Proposed Criteria	Score	
	National	Regional
1. Performance Rating	50	50
2. Streamlining and Process Improvement	10	10
3. Client Satisfaction Survey	10	10
4. GPPB Requirements	10	10
5. FOI Requirements	5	5
6. Budget Utilization Rate (BUR)	10	10
7. Compliance with Audit Findings	5	5
TOTAL	100 points	100 points

5. This set of criteria shall be scored as follows:

Performance Rating – 50 points

Each Office will be rated based on the total weighted rate of accomplishment of each validated Performance Indicator. Only verified/validated

accomplishments reported (PCAR) shall be considered in the computation. Verification shall be based on the supporting documents submitted on or before the set deadline and/or on-the-spot visits. Offices that have late submission in their PCAR and other critical PBB documents like Modified Forms A1 and Client Satisfaction Survey required for submission during the reference year shall be deducted 2 pts per quarter and/or per deadline.

Streamlining and Process Improvement - 10 points

Offices shall be given points based on the achievement of targets in the Streamlining and Process Improvement of the Office Critical Services using Modified Form A-1 (Annex 3B of MC 2019-01 of the AO 25/IATF) that is to be submitted to the Office of Planning, Research and Knowledge Management.

Full compliance - 10 points → with improvement from prior year for at least

50% of the services offered AND complete forms submitted on time

Partial compliance - 5 points → with improvement for less than 50% of services offered, AND complete forms submitted on time, and

Non-compliance - 0 point → with/without improvement AND late submission or no submission

Client Satisfaction Survey - 10 points

All Offices are required to submit the Citizen Client Satisfaction Survey (CCSS) Report with the following information: (1) Data Gathering Methods; (2) Respondent Criteria; (3) Survey Sampling Coverage; (4) Sampling Procedure; (5) Survey Instrument/Questionnaire; (6) Data Analysis and (7) Office Best Practice Report for FY 2020. Deadline of submission for the Citizen Client Satisfaction Survey Report shall be on or before March 31, 2021 for consolidation and validation.

Full compliance – 10 pts → existing system in place with reports for each service being offered

Partial compliance – 5 pts → system in place but no reports yet for all or some services

Non-compliance – 0 → no submission / no existing system

GPPB Required Compliance - 10 points

Offices shall be given points based on their compliance to submission of the (1) Annual Procurement Plan (APP) CSE to DBM with deadline of submission on October 31, 2020; (2) APP non-CSE to GPPB on or before March 31, 2020; (3) results of 2018 APCPI System for the CHEDROs and PPMP for the Central Offices on or before March 31, 2020; and (4) Certification of Early Procurement for the Regional Offices within the deadline set by DBM/GPPB (for APP), which is on January 31, 2020 or CHED-Procurement Unit (for PPMP) including the timely posting of the indicative APP non-CSE for FY 2021 on or before September 30, 2020.

Full compliance – 10 pts → timely compliance with all requirements

Non-compliance – 0 → late or non-submission of any of the requirements

FOI Requirements - 5 points

The score shall be based on compliance to the submission of the Office Information Inventory Report, FOI Registry and FOI Summary Reports per Memorandum Circular 2020-01. Offices shall update and submit full reports for FY 2020 on January 10, 2021.

Compliance – 5 pts → timely compliance with all requirements

Noncompliance – 0 → late or non-submission of any of the requirements

Budget Utilization Rate (BUR)- 10 points

Budget Utilization Rate shall be based on the average of Obligations BUR and Disbursements BUR (HEDF plus GAA combined) provided by the HEDFS and AFMS on or before July 15, 2021 subject to 5 points deduction per week, or a fraction thereof, delay in submission

Compliance with COA Audit Findings-5 points

The score shall be based on the compliance with the audit recommendations as verified/monitored by the concerned Supervising Auditor. A status report for each Office compliance shall be requested from COA once made available after December 31, 2020. The AFMS and HEDFS are given up to July 30, 2021 to submit status of compliance with COA findings. Late submission would mean 5 points deduction from the performance rating per week or a fraction thereof of late submission

More than 30% compliance or without COA finding– 5 pts


20-30% compliance with COA findings– 3 pts

Less than 20% compliance – 1 pt

Non-compliance with all findings – 0 pt

6. Based on the number of CHED delivery units (28) and following the distribution of Offices provided for agencies eligible to the FY 2020 PBB, the Best (top 10%), Better (next 25%), and Good (next 65%) Offices shall be allocated as follows:
 - A. Management and Support: Best – 1, Better – 1, Good – 3
 - B. Core and Technical: Best – 1, Better – 2, Good – 4
 - C. CHEDROs: Best – 1, Better – 4, Good – 11
7. The Performance Management Group shall recommend the Office Ranking subject for further validation and approval by the Commission en banc.


ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO

Chairperson, Performance Management Group 

Date: 9/30/2020


J. PROSPERO E. DE VERA, III, DPA
Chairman

Date: 9/30/2020