

**J. H. CERILLES STATE COLLEGE GUIDELINES FOR THE RATING  
AND RANKING OF DELIVERY UNITS FOR THE  
PERFORMANCE-BASED BONUS (PBB)  
FY 2016**

## 1.0 BACKGROUND

As provided for in the issuance dated August 2, 2013 by the Inter-Agency Task Force (AITF), a Performance Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning fiscal year (FY) 2013. The PBB shall be characterized by a system of ranking bureaus or delivery units within an Agency according to their contribution to the Agency's Major Final Outputs (MFOs).

## 2.0 PURPOSE

This guideline is formulated to comply to the Inter Agency Task Force (AITF) MC No. 2013 dated August 2, 2013, and subsequently with MC No. 2014-01 dated April 21, 2014, MC No. 2014-02 dated October 8, 2014 and MC 2015-1 dated August 12, 2015 to simplify ranking of Delivery Units for the PBB. The latest issuance, MC 2016-2, dated October 12, 2016 further detailed the guidelines on the grant of the PBB.

## 3.0 RANKING OF DELIVERY UNITS

The JHCSC Delivery Units, composed of four (4) Schools and one (1) Administrative Unit shall be ranked jointly by the PBB Evaluation Committee. However, different sets of performance indicators shall be used (Table 3.2.1-A).

### 3.1 RANKING OF SCHOOLS

The ranking of Schools shall be based on their performance in the three (3) Major Final Outputs (MFOs), namely MFO-1: Higher Education Services, MFO-2: Research Services, and MFO-3: Extension Services

These shall be rated based on their respective contributions to the overall JHCSC targets as defined in the Major Final Outputs (MFOs) Form A and Form A-1 of the Cascading of Department Performance Targets.

### 3.2 RANKING OF THE ADMINISTRATIVE UNIT

The ranking of the Administrative Unit shall be based on two (2) Major Outputs - Support to Operations (STO) and General Administration and Support (GASS).

#### 3.2.1 PERFORMANCE INDICATORS

The MFOs and PIs are used for the ranking of Schools and the Administrative Units (Form A and Form A-1 of the Cascading of

Department Performance Targets). For Schools, a total of sixteen (16) Performance Indicators (PIs) are selected across three MFOs, and for the Administrative Unit, nine (9) Performance Indicators (PIs) are selected for Support to Operations and General Administration and Support Services as follows:

Major Final Outputs (MFOs) Performance Indicators (PIs)

<b>Delivery Units</b>	<b>Major Final Outputs (MFOs)</b>	<b>PERFORMANCE MEASURES</b>	<b>SUCCESS INDICATORS</b>	
Schools (STE, SAS, SAFES, SET)	MFO 1 – Higher Education Services	1.1 Total Number of Graduates	Number	
		1.2 Percentage of Total Graduates that are in mandated and priority programs	Percent	
		1.3 Average Percentage Passing in licensure exams by the SUC graduates in mandated/priority programs over national average % passing in board programs covered by SUC	Percent	
		1.4 Percentage of programs accredited	Percent	
		1.5 Percentage of graduates who finished academic program according to the prescribed timeframe	Percent	
	MFO 2: RESEARCH SERVICES	2.1 Number of research studies completed	Number	
		2.2 Percentage of research studies completed in the last 3 years	Percent	
		2.3 Percentage of research outputs presented in local, regional, national, and international fora	Percent	
		2.4 Percentage of research projects completed within the original project timeframe	Percent	
	MFO 3: TECHNICAL ADVISORY EXTENSION SERVICES	3.1 Number of persons trained weighted by the length of training	Number	
		3.2 Number of persons trained provided with technical advice	Number	
		3.3 Percentage of trainees who rate training course as good or better	Percent	
		3.4 Percentage of clients who rate advisory services as good or better	Percent	
		3.5 Percentage of requests for training responded to within 3 days of request	Percent	
		3.6 Percentage of requests for technical advice responded to within 3 days	Percent	
		3.7 Percentage of person who 3.7 received training or advisory services who rate timelessness of services delivery as good or better	Percent	
		Total No. of PIs = 16		
	Administ rative Unit	Support to Operations (STO)	1.1 Percentage of Faculty and personnel enabled to pursue studies/training	Percent
			1.2 QMS Certification or ISO – aligned QMS Documentation	Percent
		General Administration and Support Services (GASS)	A. BUR	
			A.1 Obligations BUR	Percent
A.2 Disbursement BUR			Percent	
B. Submission of PFM to COA & DBM				
B.1 BFAR			Percent	
B.2 Report on Ageing Cash Advances			Percent	
B.3 COA Financial Reports			Percent	
C. APCR			Percent	
D. Submission of AFP	Percent			
	Total No. of PIs = 9			

The Schools and the Administrative Unit shall be forced ranked following the prescribed distribution (shown below) using average scores calculated from quantifiable measures reflected on their respective PIs.

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Unit
Next 25%	Better Unit
Next 65%	Good Unit

### 3.2.2 CALCULATION OF SCORES

#### 3.2.2.1 FOR SCHOOLS

Based on institutional performance as reflected in Form A – Department Performance Targets, all contributing Schools shall have an initial minimum accomplishment (min%) rate across all PIs. For forced ranking purposes, individual School’s average accomplishment rates are calculated using the general formula:

$$\text{School \% Accomplishment}_{PI} = \% \text{ min} + \left\{ \frac{\text{Actual}_{School}}{\text{Target}_{School}} \times \frac{\text{Actual}_{School}}{\text{Actual Overall}} \right\}$$

Where  $\text{Actual}_{School}$  is the actual 2016 accomplishment of the School;  
 $\text{Target}_{School}$  is the actual 2016 accomplishment of the School;

$\frac{\text{Actual}_{School}}{\text{Actual Overall}}$  is the actual 2016 proportional contribution of the School relative to the overall 2016 Agency Accomplishment for the particular PI.

Summing all the Schools % Accomplishment  $_{PI}$  and divided by the total number of appropriate PIs will yield the School’s Rate of Accomplishment.

#### 3.2.2.2 FOR THE ADMINISTRATIVE UNIT

Accomplishment rate for the Admin Unit is calculated using the formula:

$$\text{School \% Accomplishment}_{PI} = \% \text{ min} + \left\{ \frac{\text{Actual}_{Admin}}{\text{Target}_{Admin}} \right\}$$

Where  $\text{Actual}_{School}$  is the actual 2016 accomplishment of the Admin;  
 $\text{Target}_{School}$  is the actual 2016 accomplishment of the Admin;

Summing all the Admin unit’s % Accomplishment  $_{PI}$  and divided by the total number of appropriate PIs will yield the Admin Unit’s Rate of Accomplishment.

### 3.3 ELIGIBILITY OF INDIVIDUALS

As outlined in MC 2016-1 dated May 12, 2016, the following individuals are listed as eligible for the grant of PBB 2016, to wit:

- Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship.
- Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.
- Receive at least a “Satisfactory” rating based on CSC approved SPMS.
- Third Level officials should receive at least “Satisfactory” rating under CESPES. Other officials performing managerial and executive functions who are not presidential appointees are covered by agency’s CSC-approved SPMS and should receive at least “Satisfactory”.
- Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Payment of PBB shall come from the parent agency.
- Personnel who transferred from G2G shall be rated by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.
- Minimum of nine (9) months government service during FY 2016 and with at least “Satisfactory” rating will be eligible to the full PBB grant.
- Minimum of three (3) but less than nine (9) months and with at least “Satisfactory” rating shall be prorated corresponding to the length of service.

Length of Service	% of PBB Rate
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%

#### Valid reasons for not meeting the 9-month service requirement

- Being a newly hired employee
- Retirement
- Resignation
- Rehabilitation Leave
- Maternity Leave and/or Paternity Leave
- Vacation or Sick Leave with or without pay
- Scholarship/Study Leave
- Sabbatical Leave

- Employees found guilty of administrative and/or criminal case/s and meted penalty in the current year and those who have not complied with the conditions set by MC 2016-1 are not entitled to PBB.

#### 4.0 RATES OF THE FY 2016 PBB

PBB rates of individual employees shall depend on the performance ranking of the Delivery Unit where they belong and will be based on the individual monthly basic salary as of December 31, 2016 as shown below:

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

However, where computed grant based on the lowest 50% entitlement is less than Php 5,000, the amount of Php 5,000 shall be granted:

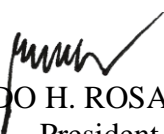
#### 5.0 DATA ACQUISITION

Date gathering shall follow the DBM's Agency Performance Review (APR) procedure for consistency where information is taken from the following concerned offices:

- For MFO-1: Registrar/VPAA;
- For MFO-2: Research Office;
- For MFO-3: Extension Services and Community;
- For Support to Operations (STO): Library and Medical/Dental Services;
- For General Administration and Support Services (GASS): Accountant's Office and Finance.

#### 7.0 SUBMISSIONS/DEADLINES

The PBB Evaluation Committee shall accomplish Form 1.0 (Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units) of Annex 5 of MC No. 2014-01 to be submitted with other consolidated PBB Accomplishment Reports (Form A, Form A-1) to the Interagency Task Force (IATF) Secretariat/CHED-OPPRI on or before the deadline for final evaluation.

  
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 President