



Republic of the Philippines
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SYSTEM OF RANKING OF DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS TO THE GRANT OF PBB FOR FY 2016

1.0 GENERAL GUIDELINES

In general, the Institute implements the guidelines stipulated in the following Memorandum Circulars and Guidelines:

- a. Inter-Agency Task Force Memorandum Circular No. 2016-1 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201;
- b. Inter-Agency Task Force Memorandum Circular No. 2016-2 – Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2016; and
- c. The Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2012 Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).

The Guidelines for the System of Ranking Delivery Units and Individuals assume that the Institute is already eligible for the grant of PBB for FY 2016.

2.0 SPECIFIC GUIDELINES

2.1 Delivery Units

To facilitate the ranking of delivery units, the Performance Management Team (PMT) considered similarities of task and responsibilities to determine the most appropriate grouping and clustering of delivery units as stipulated in IATF MC No. 2016-1 and IATF MC No. 2016-2.

The PMT identified the sixteen (16) delivery units and clustered into two groups, namely:

A. Academic Services Delivery Units

1. College of Arts and Sciences;
2. College of Business and Administration;
3. College of Education;
4. College of Public Administration;
5. College of Hospitality Management;
6. College of Engineering;
7. College of Architecture and Fine Arts;
8. College of Industrial Technology;
9. Graduate School; and
10. EARIST Cavite Campus

B. Support Services Delivery Units

1. Procurement Services/Bids and Awards Committee;
2. Financial Management Services (FMS)-Budget Office;
3. FMS-Accounting Services/MICAS/Cash and Disbursement Services;
4. General Administration;
5. Research Development and Production/Extension and External Affairs;
and
6. Support to Operations;

2.2 Eligibility of the Delivery Units

To determine the delivery units that will qualify for the PBB2016, the delivery units must meet the basic criteria of attaining at least 90% accomplishment rate for all performance indicators of the four Major Final Outputs (MFO), Support to Operations (STO), General Administration Support to Services (GASS) and conditions in Section 4.0 of the IATF Guidelines that are applicable to the delivery unit.

2.3 Ranking of Delivery Units

The delivery units will be ranked on the basis of the results of their respective Office Performance Commitment Review (OPCR) for 2016. The eligible delivery units shall be forced rank by the PMT according to the following categories and distribution:

Ranking	Performance Category of Delivery Unit	No. of Delivery Units	Distribution	
			Academic Services (10/16)	Support Services (6/16)
Top 10%	BEST	2	1	1
Next 25%	BETTER	4	2	2
Next 65%	GOOD	10	6	4

2.4 Eligibility of Individuals

The eligibility of individuals applicable to SUCs will be based on Section 7.0 of the IATF MC 2016-1 and summarized as follows:

- 2.4.1 Officials and employees of eligible agencies/delivery units, regular plantilla, contractual and casual personnel having an employer-employee relationship.
- 2.4.2 Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.
- 2.4.3 Employees should receive at least a "Satisfactory" rating based on the CSC approved SPMS.
- 2.4.4 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of recipient agency. Payment of PBB shall come from the parent agency.

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- 2.4.5 Personnel who transferred from one government agency to another (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.
- 2.4.6 Minimum of nine (9) months government service during FY 2016 and with at least "Satisfactory" rating will be eligible to the **full PBB grant**.
- 2.4.7 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%

The following are the valid reasons for not meeting the 9-month service requirement

- a. Being a newly-hired employee
 - b. Retirement
 - c. Resignation
 - d. Rehabilitation Leave
 - e. Maternity Leave and/or Paternity Leave
 - f. Vacation or Sick Leave without pay
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave
- 2.4.8 **Individuals not entitled to PBB:**
- a. Employee on vacation or sick leave, with or without pay, for an entire year
 - b. Personnel guilty of administrative and/or criminal cases meted penalty in FY 2016.
 - c. Officials and employees who failed to submit the 2015 SALN.
 - d. Officials and employees who failed to submit their complete SPMS Forms.
 - e. Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to respective SALN repository agencies, liquidated the FY 2016 Cash Advances, and complete SPMS Forms. These will be the bases for the release of FY 2016 PBB to individuals.
- 2.4.9 Eligibility of SUC President

The eligibility of SUC President will be based on the requirements set in CHED Memorandum Order No. 4 s. 2015. The SUC President FY 2016

Joyce *John Jay* *Legu* *god* *Agua* *Limang* *M. Bannister*

PBB shall also depend on the eligibility and performance of the Institute and based on the monthly basic salary as of December 31, 2016 following Table 1 in section 7.1.

2.5 Rates of the FY 2016 PBB

2.5.1 The PBB rates of eligible individual employees shall depend on the performance ranking of the delivery unit where they belong.

2.5.2 The PBB rate shall be based on the individual's monthly basic salary as of December 31, 2016 as follows:

Performance Category	PBB Rate of Individuals as % of Monthly Basic Salary
Best Delivery Unit	65.0%
Better Delivery Unit	57.5%
Good Delivery Unit	50.0%

2.5.3 Or Php5,000 if the PBB % of monthly basic salary is lower than Php5,000.

2.6 Appeals

Any issue/appeal on the performance assessment of an Office shall be discussed and decided by PMT within one month from receipt in accordance with CSC MC No. 6, s. 2012. The PMT shall decide on the appeals not covered by the Memorandum Circular.


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Vice President for Planning, Research, Extension and
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DR. EDITHA V. PILLO
SUC President

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