



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 2017

1.0 BACKGROUND/RATIONALE

- 1.1 In accordance with Executive Order No. 80, s. 2012, "Directing the Adoption of a Performance-Based Incentive System for Government Employees" a PBI system (PBIS) consisting of the Productivity Enhancement Incentive and Performance-Based Bonus (PBB) shall be adopted in the national government beginning Fiscal Year (FY) 2012.
- 1.2 The PBIS which were authorized under EO No. 80, s. 2012 and EO No. 201, s. 2016 will continue to be an integrated scheme of rewarding exemplary performance in government through the grant of incentives linked with actual performance.
- 1.3 The PBB, which is a top-up bonus, shall be characterized as a system of ranking units and personnel within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars: Major Final outputs and Good Governance conditions as determined by Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (IATF) created under Administrative Order No. 25 s. 2011.
- 1.4 Section 2 of EO No. 80, "Guidelines for the PBB" specified that flexibility shall be provided to the heads of departments and agencies to suit the PBB system to the nature of their operations and to drive peak performers, in terms of determination of the appropriate delivery units to be rewarded and the performance indicators to be used.
- 1.5 EO No. 201 stipulated that the IATF under AO No. 25 shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance.
- 1.6 AO25 Memorandum Circular (MC) No. 2017-1 requires posting and dissemination of the agency system of ranking performance of delivery units.

2.0 PURPOSE

Pursuant to MC No. 2017-1 issued by the IATF under AO 25, the guidelines on the system of ranking performance of delivery units is issued for the following purpose:

- 2.1 To provide the system of identifying and determining the delivery units in the Institute;
- 2.2 To guide officials and employees on the rating and ranking performance of delivery units.

2.3 To facilitate distribution of PBB for FY 2017 if eligible.

3.0 COVERAGE

3.1 The guidelines shall apply to the FY 2017 performance of offices/delivery units.

3.2 Consistent with Section 3.3 of IATF MC No. 2017-1, all officials and employees of eligible departments/agencies holding regular plantilla positions; contractual and casual personnel having and employer-employee relationship with the Institute, and whose compensation are charged against the lump-sum appropriation under Personnel Services; and those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by this Circular.

4.0 DELIVERY UNITS

To facilitate the ranking of delivery units, the Performance Management Team (PMT) considered similarities of tasks and responsibilities to determine the most appropriate grouping and clustering of delivery units as stipulated in Section 8.3 of the IATF MC No. 2017-1. For State Universities and Colleges, the Delivery Units are Office of the President including the Offices of the Deputy Heads and immediate support staff, Services, Campuses, and Colleges. The PMT identified twenty-three (23) delivery units (DUs) and clustered into two groups, namely:

A. Academic Services Delivery Units – eleven (11) 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. General Education under Instruction
10. Graduate School
11. EARIST Cavite Campus

B. Support Services Delivery Units – Twelve (12) units:

1. Financial Management Services (FMS)-Budget Services
2. FMS-Accounting Services
3. Physical Plant and General Services
4. Medical/Dental Services
5. Human Resource Management Services/ FMS-Payroll Services
6. Procurement Services/BAC
7. Office of Student Affairs and Services/ Guidance and Counselling Services/ Library Services
8. Student Admission, Registration and Records Management Services
9. Planning, Research, Extension and Production

10. Administrative Services/ Records Management Services/ Transportation and Motorpool Services/ Security Services
11. Property Management Services
12. Office of the President/Offices of the VP for Academic Affairs, VP for Administration and Finance and VP for Planning, Research, Extension and Production

5.0 ELIGIBILITY CRITERIA

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 2017.

5.1 Eligibility of the Agency

To be eligible for the PBB, EARIST must satisfy 100% of the Good Governance Conditions for FY 2017 set by the AO25 IATF in Section 4.0 of MC No. 2017-1 and achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2017 General Appropriations Act, and the targets for Support to Operations and General Administration Support Services (GASS). Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of all officials and employees of the Institute.

5.2 Eligibility of the Delivery Units

All DUs are eligible if the Institute is eligible for PBB except those that are recommended for isolation as stated in the Congratulatory letter of AO25 Secretariat.

5.3 Eligibility of Individuals

The eligibility of individuals applicable to SUCs will be based on Section 7.0 of the IATF MC 2017-1.

6.0 RANKING OF DELIVERY UNITS

6.1 The Final Performance Ratings of all DUs shall be validated based on the accomplishments of targets taken from MARC-1 and the Office Performance Commitment and Review (OPCR) based on CSC-approved Strategic Performance Management System (SPMS).

6.2 The Performance of Delivery Units ELIGIBLE to the PBB shall be forced ranked by the PMT according to the following categories and distribution:

| Ranking | Performance Category of Delivery Unit | No. of Delivery Units (23) | Distribution | |
|----------|---------------------------------------|----------------------------|---------------------------|-------------------------|
| | | | Academic Services (11/23) | Support Services(12/23) |
| Top 10% | BEST | 2 | 1 | 1 |
| Next 25% | BETTER | 5 | 2 | 3 |
| Next 65% | GOOD | 16 | 8 | 8 |

6.3 The Final Ranking shall be submitted by the PMT for approval of the President.

7.0 RATES OF PBB

7.1 The rates of PBB of eligible individual employees shall depend on the performance ranking of the individual's delivery unit with rate of incentive as a multiple of one's monthly basic salary based on the table below:

| Performance Category | Multiple of Basic Salary |
|-----------------------------|---------------------------------|
| Best Delivery Unit | 0.65 |
| Better Delivery Unit | 0.575 |
| Good Delivery Unit | 0.50 |

8.0 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 and submitted to the President for approval.