



Republic of the Philippines  
Eulogio "Amang" Rodriguez  
Institute of Science and Technology  
Nagtahan, Manila

SYSTEM OF RANKING AND DELIVERY UNITS AND ELIGIBILITY OF  
INDIVIDUALS TO THE GRANT OF PBB FOR FY 2020

1.0 BACKGROUND/RATIONALE

- 1.1 In accordance to the Executive Order No. 80 s. 2012, "Directing the Adoption of a Performance – Based Incentive System for Government Employees" as PBI System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and Performance Based Bonus (PBB) shall be adopted in the national government beginning Fiscal Year (FY) 2012.
- 1.2 The PBIS which was authorized under EO No. 80, s. 2012 and EO No. 201, s. 2016, "Modifying The Salary Schedule For Civilian Government Personnel And Authorizing The Grant Of Additional Benefits For Both Civilian And Military And Uniformed Personnel", 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: Good Governance Conditions, Performance Targets of Agencies and Performance Rating System to be Used for Personnel in the First and Second Levels, and for Career Service Executives (CES) 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. 2020-1 requires posting and dissemination of the agency system of ranking performance and delivery units.
- 1.7 Essentially, the same criteria and conditions for FY 2019 PBB are being issued to support the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Act of 2018 to simplify government processes and ensure citizen-centric public service delivery.

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## 2.0 PURPOSE

Pursuant to MC No. 2020-1 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 of Eulogio "Amang" Rodriguez Institute of Science and Technology;
- 2.2 To guide officials and employees of the Institute on the rating and ranking performance of delivery units.
- 2.3 To facilitate distribution of PBB for FY 2020 if EARIST is eligible.

## 3.0 COVERAGE

- 3.1 The guidelines shall apply to the FY 2020 performance of offices/delivery units.
- 3.2 Consistent with Section 2.2 of IATF MC No. 2020-1, the personnel of departments/agencies holding regular, contractual and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

## 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 7.2 of the IATF MC No. 2020-1. For the State Universities and Colleges, the delivery units are : a. Office of the President including the Offices of the Deputy Heads and immediate support staff; b. Service; c. Campuses, and d. Colleges. The PMT identified nineteen (19) Delivery Units (DU) and clustered into two (2) groups, namely ;

### 4.1 Academic Services delivery Units - eleven (11) Units :

1. College of Arts and Sciences
2. College of Business Administration
3. College of Education
4. College of Public Administration and Criminology
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 / NSTP
10. Graduate School
11. EARIST Cavite Campus (ECC)

### 4.2 Support Services Delivery Units – nine (9) Units

1. Financial Management Services (FMS) – Budget Services, Procurement Services, Procurement Services and Business Development Services

2. Financial Management Services (FMS) - Accounting Services, FMS – Payroll Services, Cash and Disbursement Services
3. School Plant Division and General Services (SPDGS)
4. Student Affairs and Services (SAS)/Guidance and Counselling Testing Service/Library Service/Medical and Dental Services (MDS)
5. Human Resource Management Services (HRMS)
6. Student Admission, Registration and Records Management Services (SARRMS)/ Information and Communication Technology Service (ICTS)
7. Extension and External Service/Research Development and Production Service (RDPS)
8. Administrative Services/Records Service/Security Service/Property Management Service/Transportation and Motorpool Service
9. Office of the President (OP)/Planning Service/MICAS/Disaster Risk Reduction Management Service (DRRMS)/ Office of the Vice Presidents (VPs)/EARIST Grievance Committee & College Legal Counsel/Quality Assurance Service (QAS)/NBC 461

## 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 2020.

### 5.1 Eligibility of the Agency

To be eligible for the PBB, EARIST must satisfy 100% of the Good Governance Conditions for FY 2020 set by the AO25 IATF in Section 3.0 of MC No. 2020-1 and achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees of departments/agencies in NGAs, GOCCs and LGUs, including officials holding managerial or Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the guidelines issued by the Career Executive Service Board (CESB).

### 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 AO25 Secretariat.

### 5.3 Eligibility of Individuals

The eligibility of the individuals applicable to SUCs will be based on Section 6.0 of the IATF MC 2020 – 1.

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6.0 RANKING OF DELIVERY UNITS

6.1 The Final Performance Ratings of all DUs shall be validated via the accomplishments of targets taken from MARC-1 and the Office Performance Commitment and Review (OPCR) based in the 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 Units	Number of Delivery Units (20)	Distribution	
			Academic Services (11/20)	Support Services (9/20)
Top 10 %	BEST	2	1	1
Next 25 %	BETTER	5	3	2
Next 65 %	GOOD	13	7	6

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

7.0 RATES OF PBB

The rates of PBB of eligible individual employees shall depend on the performance ranking of the individual's delivery units 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 Units	0.65
Better Delivery units	0.575
Good deliver Units	0.50

8.0 APPEALS

Any issue/appeal on he performance assessment of an Official shall be discussed and decided by the PMT within a month from receipt in accordance with CSC MC No. 6, 2012. The PMT shall decide on the appeals not covered by the Memorandum Circular (MC) and submitted to the President for approval.

Recommending Approval :

**DR. FREDERICK C. PENA**  
Vice President for Academic Affairs,  
Chairman, Performance Management Team FY 2020

Approved by :

**DR. EDITHA V. PILLO**  
SUC President

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