



Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila

OFFICE OF THE PRESIDENT

October 30, 2015

MEMORANDUM ORDER NO. 93-2015

TO : All Employees and Faculty Members

FROM : The President

SUBJECT : The Institute System of Ranking Delivery Units
and Individuals

- 1.0 Based on the submitted EARIST Strategic Performance Evaluation System of the Civil Service Commission, the Institute have two (2) performance rating periods:

Teaching - June – October (1st Semester)
November – March (2nd Semester)

Non-Teaching - January – June
July – December

- 2.0 Operationalization of the Rating Scale based on the Guidebook on the Strategic Management System, CSC Memorandum Circular No. 13, s. 2012:

NUMERICAL RATING	ADJECTIVAL RATING	DESCRIPTION OR MEANING OF RATING
5	Outstanding	Performance exceeded expectations by 30% and above the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made more than expected but related aspects of the target.
4	Very satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance met 90% to 114% of the planned targets. However, if it involves deadlines required by law, it should be 100% of the planned targets.
2	Unsatisfactory	Performance only met 51% to 89% of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets.
1	Poor	Performance failed to deliver most of the targets by 50% and below.

- 3.0 The summation of the Final Ratings (IPCR) of all employees under one Delivery Unit divided by number of employees is the Average Rating of one delivery unit. The Average Rating of all Delivery Units will be ranked accordingly to determine the BEST, BETTER and GOOD Delivery Service/Units.
- 4.0 For information and dissemination.


EDITHA V. PILLO, Ed. D.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

SPECIAL ALLOTMENT RELEASE ORDER
For Fiscal Year 2015

Department : State Universities and Colleges (SUCs)		ORG CODE	
Agency : Eulogio 'Amang' Rodriguez Institute of Science and Technology		08 001 0000000	
Operating Unit :		(A2297)	
Locality : National Capital Region (NCR)		13	
Funding Source : Regular Agency Fund, FY 2015 General Appropriations Act, RA 10651 Miscellaneous Personnel Benefits Fund		01 1 01 406	
Purpose : To release the allotment to cover the FY 2014 Performance Based Bonus of two hundred ninety seven (297) employees including the President of the Institute.			
MFO/PAP Code	Particulars	Object Code	Amount
103001000100000	General Administration and Support	50100000 00	P 2,273,500
	General Management and Supervision		2,273,500
	Personnel Services		P 2,273,500
	TOTAL:		
Amount in words: *** TWO MILLION TWO HUNDRED SEVENTY-THREE THOUSAND FIVE HUNDRED PESOS ONLY ***			
Notes: The allotment herein released shall be valid for obligation until December 31, 2015.			
The allotment herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations. It is the primary responsibility of the head of the Department, Bureau or Agency concerned to keep expenditures within the limits of the amount allotted.			
In following - up, pls. cite barcode #SARO-2015-NCR00768B		By Authority of the Secretary:	
		 RUBY R. ESTEBAN DIRECTOR	
Page 1 of 1 page(s)		SARO No.: SARO-NCR-15-0018024	
		Date of Issue: November 03, 2015	

555353-1

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS

Department/Agency: E. A. R. I. S. T.

1.0.	Summary of Information Required		
1.1.	Total No. of Bureau/Offices/Attached Agencies/Delivery Units <u>13</u>		
1.2.	Total No. of Bureau/Offices/Attached Agencies/Delivery Units that achieved at least 90% of performance targets <u>13</u>		
1.3.	Total No. of Filled Positions as of November 30, 2014 <u>307</u> (INCLUDING THE PRESIDENT)		
1.4.	Total No. of Officials and Employees Entitled to PBB <u>296</u> (EXCLUDING THE PRESIDENT)		
1.5.	Total Amount Required for Payment of PBB <u> </u>		
2.0.	Ranking of Bureaus/Offices/Attached Agencies/Delivery Units		
	RANKING	Name of Bureaus/ Offices/Attached Agencies Delivery Units	Rate of Accomplishment of Targets (in 100%)
2.1.	Top 10% (Best)	RESEARCH AND EXTENSION	8
2.2.	Next 25% (Better)	COLLEGE OF EDUCATION	
		10 EMPLOYEES	10
		COLLEGE OF PUBLIC ADMINISTRATION AND CRIMINOLOGY	
		5 EMPLOYEES	5
		COLLEGE OF HOSPITALITY MANAGEMENT	

2.3.	Next 50%-65% (Good)			
	SUPPORT TO OPERATIONS			
	30 EMPLOYEES			
	STUDENT SERVICES			
	LIBRARY SERVICE			2
	REGISTRAR			3
	OFFICE OF THE EXECUTIVE VICE PRES.			5
	GRADUATE SCHOOL			2
	MICAS			2
	OFFICE OF THE VICE PRES FOR ACAD. AFFAIRS			1
	CULTURAL AFFAIRS			1
	GUIDANCE SERVICE			0
	ICTC			3
	OFFICE THE DIRECTOR FOR ACCREDITATION			1
	INFRASTRUCTURE			1
	SOP			1
	OFFICE OF THE DIRECTOR FOR INSTRUCTION			2
	BAC			3
	TOTAL			4
				31
	GEN. ADM. AND FINANCE			41
	COLLEGE OF ARCHITECTURE AND FINE ARTS			18
	COLLEGE OF INDUSTRIAL TECHNOLOGY			35
	COLLEGE OF BUSINESS ADMINISTRATION			29
	SPORTS DEVELOPMENT AND PHYSICAL MGT.			6
	COLLEGE OF ENGINEERING			35
	COLLEGE OF ARTS AND SCIENCE			22

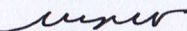
2.4.	EARIST-CAVITE		43
	TOTAL		
			229
	TOTAL OF NUMBER OF OFFICIALS AND EMPLOYEES ENTITLED TO PBB		
	Did not meet 90% of targets (No PBB)		296
	EMPLOYEES NOT ENTITLED AND THOSE W/O PERFORMANCE RATING		6
	EXCLUDED IN THE PBB AS PER RECOMMENDATION OF THE TECHNICAL COMMITTEE(FINANCIAL MGT. SERVICES)		5
	TOTAL OF FILLED POSITIONS		307
3.0.	Please attach a description of the criteria and process used in rating the performance and ranking of the bureaus/offices/attached agencies/delivery units		

RECOMMENDING APPROVAL:

DR. ERIC C. MENDOZA

CHAIR, PERFORMANCE MANAGEMENT TEAM

APPROVED


DR. EDITHA V. PILLO
 SUC PRESIDENT II

RANKING OF EMPLOYEES WITHIN THE BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITSDepartment/Agency: EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY[illegible]

BETTER DELIVERY SERVICE COLLEGE OF EDUCATION 10 EMPLOYEES	BEST (15%)				
	2 Employees				
		ASST. PROF. IV	1	Sangalang, Evangeline	25,000.00
		INSTRUCTOR II	1	Salvador, Eleonor I.	25,000.00
	BETTER (30%)				
	3 Employees				
		ASST. PROF. II	2	Magsino, Editha	27,000.00
		ASSO. PROF. V	1	Miano, Gloria	13,500.00
				Vergel, Virgilio	
	GOOD (55%)				
	5 Employees				
		INSTRUCTOR II	2	Sonio, Josie	14,000.00
				Conti, Babylyn	
		INSTRUCTOR I	1	Villanoy, Felisa	7,000.00
		INSTRUCTOR III	1	De Lemos, Milagros	7,000.00
		ASST. PROF. III	1	Masilang, Perla	7,000.00
		TOTAL	10		
COLLEGE OF PUBLIC ADM. AND CRIMINOLOGY 5 EMPLOYEES	BEST (15%)				
	1 Employee				
		ASSO. PROF. II	1	Jusay, Lourdes P.	25,000.00
	BETTER (30%)				
	1 Employee	INSTRUCTOR I	1	Riva, Anabel	13,500.00

COLLEGE OF HOSPITALITY MANAGEMENT 13 Employees	GOOD 55%)				
	3 Employees	INSTRUCTOR 1	1	Ferraro, Jay	7,000.00
		ASSISTANT PROF. I	1	Banzuelo, Porterio	7,000.00
				0	
		TOTAL	5		
	BEST 15%)				
	1 EMPLOYEE	ASST. PROF. IV	1	Carino, Celia	25,000.00
	BETTER(30%)				
	3 Employees	INSTRUCTOR I	3	Banzuelo, Loida	40,500.00
				Lim, Romeo	
				Villena, Jeffrey	
	GOOD (55%)				
	9 Employees	INSTRUCTOR I	6	Dinaga, Ma. Rhoda	42,000.00
				Santos, Mary Grace	
				Bautista, Arnold	
				Maddagan, Ma. Theresa	
				Aurelio, Dulce	
GOOD DELIVERY SERVICE COLLEGE OF BUSINESS ADMINISTRATION 29 EMPLOYEES					
		ASSISTANT PROF. III	1	Iendero, Edwin	7,000.00
		INSTRUCTOR II	2	Ordovez, Dennis	14,000.00
				Buencuchillo, Rodita	
		TOTAL	13		
	BEST 10%)				
	3 EMPLOYEES	ASSO. PROF. I	1	Saidali, Margarita	15,000.00
		ASST. PROF. III	1	Castillo, Benigno	15,000.00
		INSTRUCTOR I	1	Escario, Charlene	15,000.00
	BETTER(25%)				
	7 Employees	INSTRUCTOR I	2	David, Ramon	20,000.00
				Gapasin, Willy	
		VIS	1	Albano, Ricardo	10,000.00
		ASSO. PROF. I	1	Nabor, Delia	10,000.00
		ASST. PROF. III	2	San Luis, Rosemarie	20,000.00
				Pasikatan, Evangelio	

COLLEGE OF INDUSTRIAL TECHNOLOGY
35 EMPLOYEES

	ASST. PROF. IV	1	Asuncion, Melba	10,000.00
	ASST. PROF. II	0		0.00
GOOD (65%)				
19 Employees	INSTRUCTOR I	11	Manalad, Cynthia	55,000.00
			Cruz, Noemi	
			Cumpas, Belinda	
			Mailas, Anna Victoria	
			Ingga, Chanda	
			Bautista, Florinda	
			Reyes, Theresa	
			Soriano, Cristina	
			Penaso, Daisy	
			Arpon, Evelyn	
			Pangilinan, Kennth	
	ASST. PROF. III	2	Garcia, Cesar	10,000.00
			Castro, Anselmo	
	ASST. PROF. I	3	Belarmino, Teresita	15,000.00
			Abitang, Philip	
			Dona, Flordeliza	
	INSTRUCTOR III	1	Asistol, Annaliza	5,000.00
	INSTRUCTOR II	1	Filler, Fernando	5,000.00
	VIS	1	Amorin, Agnes	5,000.00
	TOTAL	29		-
BEST (10 %)				
4 EMPLOYEES	INSTRUCTOR III	1	Pielago, Marivir	15,000.00
	INSTRUCTOR I	2	Basi, Maureen	30,000.00
			Mangahas, Janice	
	INSTRUCTOR II	1	Chio, Charo B.	15,000.00
BETTER (25%)	ASST. PROF. IV	1	Atizardo, Margie	10,000.00
9 Employees	ASSO. PROF. II	1	Ianuecoz, Natalia	10,000.00
	ASSOCIATE PROF. V	1	Dela Cruz, Merriam	10,000.00
	ASST. PROF. I	1	Ahunin, Giovanni	10,000.00
	INSTRUCTOR II	1	Moreno, Jocelyn	10,000.00
	INSTRUCTOR I	4	Tobias, Ariel	40,000.00
			Gabas, Evelyn	
			Capucao, Romeo Jr.	
			Villadolid, Rowena M.	
22 GOOD (65%)	INSTRUCTOR 1	9	Pastor, Vina	45,000.00
			Ianuecoz, Joseph Angelo	
			Dangla Cruz, Rolf Erwin	
			Ordovez, Erwin	
			Dela Cruz, Sofia	

			Jamero, Felipe	
			Jamero, Richard	
			Felipe, Jose Jr.	
			Robiso, Sttphen Keith	
	ASST. PROF. I	4	Pinzon, Danilo	20,000.00
			Martinez, Apollo	
			Reynoso, Roberto	
			Reblando, Cynthia	
19 Employees	ASST. PROF. III	1	Iabirara, Victor	5,000.00
	EDUC. SUPERVISOR	1	Ianuecoz, Isagani	5,000.00
	VIS I	1	Bacar, Efrén	5,000.00
	VIS II	1	Fensantos, Redentor	5,000.00
	INSTRUCTOR II	5	Bonostro, George	25,000.00
			Siugan, Jose	
			Castillano, Ivan	
			Bucac, Irving	
			Mora,Hemmady	
	TOTAL	35		
BEST (10%)				
3 EMPLOYEES				
	PROFESSOR VI	1	Sabas, Herculano	15,000.00
	ASSO. PROF. V	1	Bolotaolo, Rowena	15,000.00
	ASSO. PROF. III	1	Bandoy, Lourdes	15,000.00
BETTER (25%)	ASSO. PROF. IV	1	Astorga, Eriberto Jr.	20,000.00
8 Employees	EDUC'L SUPERVISOR I	1	Oriel, Noel	10,000.00
	REGISTAR III	1	Del Rosario, Teresita	10,000.00
	GUIDANCE COUNSELOR III	1	Menguíta, Rodelia	10,000.00
	ADM. AIDE II	1	Nunez, Dina Carlyn	10,000.00
	ADM. OFFICER V	1	Bagabaldo, Christylane b.	10,000.00
	ADM. AIDE II	1	Delarmente, Belinda	10,000.00
	Asso. Prof. III	1	Robiso, Esteban	10,000.00
GOOD (65%)				
	ADMIN OFFICER V	1	Intia, Ruben	5,000.00
20 Employees	GUIDANCE COUNSELOR III	1	Ramirez, Georgia	5,000.00
	ACCOUNTANT III	1	Sepidoza, Ramon	5,000.00
	ADM. AIDE	2	Castillo, Clarinda	10,000.00
			Saenz,Eugene	
	COLL.LIB. III	1	Natal, Erlinda	5,000.00
	INSTRUCTOR III	1	Alvaro, Ferdinand DP.	5,000.00
	ASST. PROF. 1	1	Delos Reyes, Manolo	5,000.00
	ASST. PROF IV	1	Morales, Jose Jr.	5,000.00
	ADM. AIDE III	2	Cadag, Charise	5,000.00
	ADM. OFFICER II	1	Era, Lydia	5,000.00
	CASUAL	2	Aidecoa, Melchorita	10,000.00
			Gubaton, Karen	
	VOC. PLACEMENT COOR.	1	Mijares, Rosalito	5,000.00
	ADM. AIDE IV	1	Oliver, Charise	5,000.00

SPORTS DEVELOPMENT AND PHYSICAL MGT. 6 Employees		INSTRUCTOR II	1	Mabansag, Joselito	5,000.00
		ASSO. PROF. I	1	Acibar, Elideo	5,000.00
		PROF. V	1	Gozo, Ruben	5,000.00
		INSTRUCTOR I	1	Celestial, Evelyn	5,000.00
		TOTAL	31		
	BEST (10%)				
	0 Employee				
	BETTER (25%)				
	2 Employees	INSTRUCTOR I	2	Malasaga, Bonifacio Baesa, Shirley	20,000.00
	GOOD(65%)				
	4 Employees	ASST. PROF.III	1	Mamisao, Noel P.	5,000.00
		ASSO. PROF. III	1	Quinajon, Marino	5,000.00
		INSTRUCTOR I	2	Barizo, Crisanto Jr. Viajar, Leo	10,000.00
		TOTAL	6		
	BEST (10%)				
EARIST CAVITE CAMPUS 43 Employees	0 Employee				
	BETTER (25%)				
	10 Employees	ASSO. PROF. II	1	Sabado, Paz	10,000.00
		COLL. LIB. I	1	Soriano, Rosalina	10,000.00
		ADM. AIDE I	1	Ibarrientos, Emerlito	10,000.00
		SECURITY GUARD	1	Zeta, Rodrigo	10,000.00
		CASUAL	1	Ibarrientos, Catalino	10,000.00
		ASST. PROF. III	1	Coo, Agnes	10,000.00
		ASST. PROF. I	1	Liwanag, Nancy	10,000.00
		INSTRUCTOR I	2	Alfonso, Racquel	20,000.00
				Gondra, Lyn R.	
		INSTRUCTOR III	1	Tolentino, Joel	10,000.00
	GOOD(65%)				
	33 Employees	INSTRUCTOR I	16	Ferrer, Florence	80,000.00
				Domingo, Gerlyn	
				Dumpit, Catherine	
				Pena, Edzel	
				Guadez, Eugerne Paolo	

				Rapada, Apple	
				Tila-on, Luz	
				Orozco, Yvonne	
				Ursua, Riyah	
				Timan, Claudette	
				Iuvilla, Josephine	
				Abasolo, Enrico	
				Delos Reyes, Ma. Lee	
				Pael, Jude	
				Dublado, Anna Marie	
				Obana, Nessie	
		INSTRUCTOR II	8	Iuralba, Roberto	40,000.00
				Gabica, Jeanette	
				Surio, Cecilia	
				Ortega, Nelia	
				Pornobi, Vicente	
				Gonzales, Eleanor	
				Faderanga, Larry	
				De Leon, Shirley	
		INSTRUCTOR III	8	Ocampo, Sabina	40,000.00
				Ida, Solomon	
				Navarro, Flordeliza	
				Iolentino, Joel	
				Sevilla, Luzviminda	
				Dela Cruz, Marilou	
				Picar, Olivia	
		ASST. PROF. II	1	Escleto, Dario	5,000.00
				Miranda, Lorna	
		TOTAL	43		
COLLEGE OF ENGINEERING	BEST (10%)				
35 Employees	2 Employees	ASSO. PROF. V	0		-
		INSTRUCTOR III	1	Morales, Emmanuel	15,000.00
		ASST. PROF. III	1	Mamaradio, Rogelio	15,000.00
	BETTER(25%)				
	9 Employees	INSTRUCTOR III	2	Repique, Rene	20,000.00
				Bantayan, Bryan	
		ASST. PROF. III	2	Iolentino, Luisito	20,000.00
				Balbas, Anselmo	
		INSTRUCTOR I	2	Ialampas, Alvin	20,000.00
				Quismundo, Allan	
		ASST. PROF. I	2	Sollano, Apolinario	20,000.00
				De Guzman, Nerissa	
		ASST. PROF. IV	1	Peneyra, Ricardo	10,000.00

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		INSTRUCTOR II	1	Alamillo, Roland	5,000.00
		ASST. PROF. I	1	Sotto, Enrique	5,000.00
		ASST. PROF. 2	1	Pamintuan, Fernando	5,000.00
		TOTAL	18		
COLLEGE OF ARTS AND SCIENCE	BEST (10%)				
22Employees	1 EMPLOYEE	ASSO. PROF.V	1	Landicho, Mrinalini	15,000.00
	BETTER (25%)	ASST. PROF. IV	1	Bolalin, Raymund	10,000.00
	6 Employees	ASST. PROF. II	2	Doctor, Jinamarlyn	10,000.00
				Balayan, Roel	
		INSTRUCTOR I	2	Penalba, Jomel	20,000.00
				Pimentel, Richelle	
		INSTRUCTOR 2	1	Alvaro, Fernando, Miguel	20,000.00
	GOOD (65%)				
	15 Employees	INSTRUCTOR 1	12	Matias, Shiela Marie Tolentino, Jason Oliveros, Rhodora Bernardino, Lester Atienza, Jessie Ann Abanto, Rommuel Haboc, Benjamin Moraca, Joseph Nieto, Dolores Ranada, Eugene Biales, Carlito Mangubat, Dennis Errazo,Magdalena Capili, Nerissa Morales, Ruth Lareza	65,000.00
		ASST. PROF. I	1		5,000.00
		INSTRUCTOR II	2		10,000.00
		TOTAL	22		
GENERAL ADMINISTRATION AND FINANCE SERVICE					
41 Employees	BEST (10%)	CHIEF, ADMIN OFFICER	1	Regacho, Corazon C.	15,000.00
	3 EMPLOYEES	SUPERVISING ADM. OFFICER	1	Gulles, Myrna	15,000.00
		ACCOUNTANT III	1	Barrientos, Necitas	15,000.00
		ADM. AIDE VI	0		-
	BETTER (25%)				
	10 Employees				
		CASUAL	0		-
					-

		PUBLIC HEALTH NURSE	1	Estrada, Theole	10,000.00
		SECURITY GUARD	3	Cammanong, Joe	30,000.00
				Altez, Rodel	
				Cabrera, Mateo	
		ADM. AIDE IV	2	Penalba, Teodoro	20,000.00
				Pototoy, Anna Catherine P.	
		INSTRUCTOR I	1	Reodica, Dasha Marie	10,000.00
		COOK I	1	Froilan, Merlyn M.	10,000.00
		EXECUTIVE ASST.	1	Familara, Gilda	10,000.00
		ADM. OFFICER I	1	Anchuvas Marcelina	10,000.00
	GOOD(65%)	ADM. OFFICER I	1	Simbulas, Arthur	5,000.00
	27 Employees	ASST. PROF. I	1	Gamil, Medardo	5,000.00
		ADM. AIDE I	10	Buenvenido, Catalino	50,000.00
				Makinano, Benjamin	
				Calubo, Melanie	
				Calupas, Jhonny	
				Lipnica, Manuel	
				Canlas, Rodolfo	
				Alviola, James	
				Duyan, Melinda	
				Ignacio, Noli	
				Ianilon, Frederico	
		CASUAL	4	Delos Santos, Grecelia	20,000.00
				Katigbak, Aileen	
				Petero, Manuel	
				Balanguit, Encarnita	
		COOK I	1	Cammanong, June	5,000.00
		ADM. AIDE III	3	Dela Cruz, Diana	15,000.00
				Navea, Joel	
				Alcalde, Melecio	
		INSTRUCTOR 1	1	Modesto, Ma. Theresa	5,000.00
		ADM. OFFICER V	3	Roldan, Dana	15,000.00
				Cornelio, Jose Jr.	
				Gubaton, Elizabeth	
		ADM. AIDE IV	1	Atienza, John-john	5,000.00
		SECURITY GUARD	1	Baguyo, Jose	5,000.00
		ADM. AIDE II	1	Hermosa, Nestor	5,000.00
		TOTAL	27		
		SUC PRES II (INCUMBENT)	1		10,000.00
	TOTAL NUMBER OF EMPLOYEES		297		
	TOTAL AMOUNT				2,271,500.00
THOSE NOT ENTITLED TO PBB					
13 Employees					
NEW EMPLOYEES AND THIOSE LATE IN SUBMITTING THEIR IPCR(EVALUATION)					
		ASSO. PROF. V (incumbent SUC Pres	0	Pillo, Editha	

		INSTRUCTOR I	4	Paguigan, Jesus	
				Bongtiwon, Daisy Mae	
				Gumayagay, Jerome	
				Pido, Jackie	
		FORMER SUC PRES. II	1	Caillo, Eduardo	
		ACCOUNTANT I	1	Legaspi, Kim Cyril	
DIRECTOR, FINANCIAL MGT. SERVICE					
FINANCIAL MGT. SERVICES STAFF/EMPLOYEES		ADM. AIDE VI	1	Pilar, Carlos	
		ADM. AIDE II	1	Nunez, Carmencita	
		CASUAL-CLERK	1	De Guzman, Digna	
		ADM. OFFICER I	1	Balubar, Eric	
			10		
	TOTAL		307		

Certified Correct:


DR. ERIC C. MENDOZA
 Chair, Performance Management Team

Approved:


DR. EDITHA V. PILLO
 President