



**RANKING PROCESS AND CRITERIA OF DELIVERY  
 UNITS AND INDIVIDUALS FOR THE GRANTING OF  
 2015 PERFORMANCE-BASED BONUS (PBB)**

**GENERAL INFORMATION/PROVISIONS:**

1. The Southern Leyte State University is composed of five (5) campuses with distinct areas of specializations to wit:

SLSU- Sogod (Main Campus)	- Engineering and ICT
SLSU- Tomas Oppus	- Teacher Education
SLSU- Bontoc	- Fishery
SLSU- San Juan	- Poly-Technical and Entrepreneurship
SLSU- Hinunangan	- Agriculture

2. The five (5) campuses are the Responsible Bureaus/Campuses that deliver the accomplishments against targets of the university in the following Major Final Outputs (MFOs) and Services as reflected in the GAA of 2014:

- MFO 1: Higher Education Services
- MFO 2: Advanced Education Services
- MFO 3: Research Services
- MFO 4: Extension Services
- Support to Operations (STO)
- General Admission and Support Services (GASS)

3. The main campus (SLSU-Sogod) is composed of seven (7) Delivery Units while each of the four (4) campuses are considered as one (1) Delivery Unit, bringing the total number of Delivery Units to Eleven (11), namely;

	<b>Names of Delivery Units</b>
1	Administrative Division (Main Campus)
2	Engineering Department
3	Arts and Sciences Department
4	Criminology Department
5	Industrial Education Department
6	Computer Studies & Information Technology Dept.
7	Industrial Technology Department
8	SLSU-Tomas Oppus
9	SLSU-San Juan
10	SLSU-Hinunangan
11	SLSU-Bontoc

3. The university will use the ratings generated from **Strategic Performance Management System (SPMS)** to rank employees in the respective delivery units.



4. Per MC No. 2015-1, dated August 12, 2015, the PBB grant will cover on the following conditions;

- a. All officials and employees of eligible departments/agencies holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation is charged to the lump sum appropriation under Personnel Service, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned, are covered by this Circular.;
- b. The eligibility of SUC Presidents will be based on CHED Memo Order No. 4 s.2015;
- c. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- d. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory";
- e. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency;
- f. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency;
- g. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items c and d hereof may be eligible to the full grant of the PBB;
- h. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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 an employee who may not meet the nine-month actual service required to be considered for PBB on a pro-rata basis:

- 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 with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave



- i. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB;
- j. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not because the disqualification to the PBB;
- k. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB;
- l. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglamentary period as required period as required by the COA shall not be entitled to the FY 2015 PBB;
- m. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2044 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated FY 2015 Cash Advances, as this will be basis for the release of FY 2015 PBB to individuals.
- n. Agencies and their corresponding offices/delivery units that meet the criteria and conditions are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Ranking	Performance Category
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

- o. Agencies that meet at least 90% of each one of the FY 2015 targets of the Secretary/Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

- p. To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.
- q. Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.
- r. Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer



For the better bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 25%	Better Performer
Next 55%	Good Performer

For the good bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

- s. Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.
- t. The resulting ranking of offices/delivery units and the personnel therein shall be indicated in Form 1.0.

## **PROCESS AND CRITERIA IN RANKING DELIVERY BUREAUS/UNITS**

1. The ranking of bureaus (campuses) will be based on each respective accomplishment against the targets as reflected in Form A-1. (Details of Bureau Performance Indicators, Targets and Accomplishments).
2. The percentage of accomplishment against targets will determine the rank of each bureau/campus, i.e., the higher the rate, the higher the ranking.
3. In as much as not all campuses have the same deliverables (MFOs) and Services in terms of contribution to the over-all GAA performance targets, the ranking will be conducted under the following conditions/categories, namely,
  - a) First to be ranked are Bureaus/Campuses with accomplishments that contribute under the six(6) MFOs and Functions (Higher Education Services, Advanced Education Services, Research Services, Extension Services, Support to Operations and General Admission and Support Services, in which case, only the Sogod and Tomas Oppus Campuses can satisfy. The highest rank between the two will be considered the number one in rank among all bureaus/campuses and the other one will be the second ranking bureau/campus;
  - b) Second to be ranked are the three (3) campuses, namely, SLSU-Bontoc, SLSU-San Juan and SLSU-Hinunangan which has no MFO 2 (Advanced Education Services). The highest ranking among the three (3) will be considered the third ranking bureau among the five (5) campuses, then fourth and fifth, respectively;
4. After the bureau/campus ranking is determined, the main campus will be broken down into seven (7) delivery units (6 departments and 1 Administrative Division) which will be ranked together with the four campuses, bringing the total delivery units to eleven;
5. The ranking of the eleven (11) delivery units is based on the rate of accomplishment against targets which can be derived using the average performance rating of each department. The rate of accomplishment against targets is directly proportional to the ranking of a delivery unit, i.e., the higher the average rating of a delivery unit, the higher the rate of accomplishment against targets, and likewise, the higher the ranking;



6. The Best, Better, Good Delivery Units will be determined by forced ranking, i.e., the first 10% (Best), 25% (Better) and 65% (Good), respectively of the eleven (11) delivery units;
7. After the ranking is determined, the Administrative Division of the Main Campus will be fused together with the best delivery unit since the former is considered a vital support unit contributory to the achievement for it to become the "Best" delivery unit of the campus.

## **PROCESS AND CRITERIA IN RANKING EMPLOYEES WITHIN DELIVERY UNITS**

1. The sole basis for the ranking of employees of each delivery unit will be the ratings derived from the Strategic Performance Management System of each campus;
2. The average rating (numerical) for two rating periods (every six months for a year) applicable in CY 2015 will be used for the ranking of individual employees in each delivery unit;
3. The ranking is directly proportional to the numerical performance rating average of each employee in a delivery unit, i. e., the higher the average rating, the higher the ranking;
4. After the completion of the ranking of employees in a delivery unit, the Best, Better, and Good Performers will be determined through forced ranking. That is, only the first 10% of all eligible employees as ranked from the highest to the lowest will be considered Best Performers. The next 25% and 65% among the rest will be considered Better and Good performers, respectively;
5. If, during forced ranking, two or more employees have the same ratings but are affected by forced ranking (that is, one or two employees have to occupy the lower category due to the percentile allotment), then, there will be an internal arrangement for the affected employees, that is, to divide the total sum of the amount supposed to be collected of the affected employees and be divided equally among them.
6. Only personnel with a satisfactory and up rating will be included in the ranking of employees within a delivery unit;
7. The highest possible numerical rating among all employees is 5 with adjectival rating of OUTSTANDING. This rating is equivalent to performance that exceeded expectations by 30% and above of the planned targets. The lowest in the other hand shall not be less than 3 with adjectival rating of SATISFACTORY. This rating is equivalent to Performance that met 90% to 114% of the planned targets. Eligibility to grant the PBB will be for employees to have minimum ratings of SATISFACTORY.

<b>NUMERICAL DESCRIPTION</b>	<b>POINT SCORE</b>	<b>ADJECTIVAL RATING</b>	<b>RATE OF ACCOMPLISHMENT as to TARGETS</b>
Performance exceeded expectations by 30% and above of the planned targets.	5.00	OUTSTANDING (O)	130.00%
Performance exceeded expectations by 15% to 29% of the planned targets	4.00	VERY SATISFACTORY (VS)	115.00%
Performance met 90% to 114% of the planned targets.	3.00	SATISFACTORY (S)	90.00%
Performance only met 51% to 89% of the planned targets	2.00	UNSATISFACTORY (US)	51.00%
Performance failed to deliver most of the targets by 50% and below.	1.00	POOR (P)	50% AND BELOW

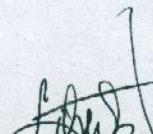



8. Based on the submitted CY 2015 accomplishment of the university as reflected in Form A and Form A-1, the Inter-Agency Task Force (AO 25) will determine the eligibility of the university for the granting of PBB incentive. Also, the university will abide by the decision of the Task Force if there will be isolation or exclusion of personnel of a particular delivery unit that is most responsible in non-achievement of the required minimum targets;
9. The final determination of the PBB incentive will be the granting of eligibility status of SLSU by the Inter-Agency Task Force (AO 25) and approval by DBM.

Prepared by:

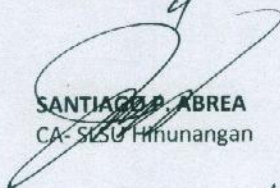
  
**JOEL T. GUASA**  
Planning Officer III

Noted by:

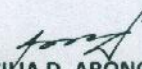
  
**LILIBETH S. TINDUGAN**  
CA- SLSU T-Oppus

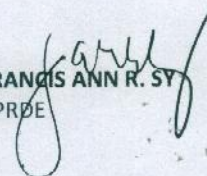
  
**GARY C. GARCIA**  
CA- SLSU San Juan

  
**DEO W. OOGEN P. BACLAYON**  
CA- SLSU Bontoc

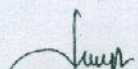
  
**SANTIAGO P. ABREA**  
CA- SLSU Hinunangan

  
**VALERIO B. CABALO**  
VPAF

  
**CECILIA D. ARONG**  
VPAA

  
**FRANCIS ANN R. SY**  
VPRBE

Approved by:

  
**PROSE IVY G. YEPES**  
SLSU President