

University of Southeastern Philippines
Bo. Obrero, Davao City

Guidelines on the Ranking of Delivery Units and Rates of Personnel as basis for the Grant of Performance-Based Bonus (PBB) for FY 2018

I. Background and Legal Bases

Pursuant to **EO No. 80** directing the adoption of a Performance-Based Incentive System (PBIS) for government employees, the University of Southeastern Philippines (USEP) hereby adopts the following guidelines in the ranking of its delivery units and rates of personnel which shall become the basis for the implementation of the Performance-Based Bonus (PBB) in FY 2018.

II. Purpose

This document provides the criteria and conditions for the implementation of PBB in USEP for FY 2018. For the University to qualify for PBB, it must achieve all of each of the Congress-approved performance targets for the delivery of the following Organizational Outcomes (OOs) under the PREXC GAA 2018 and the targets for Support to Operations (STO) and General Administrative and Support Services (GASS).

Higher Education Program

- **Outcome Indicators**
 1. Percentage of first-time licensure exam-takers that pass the licensure exams.
 2. Percentage of graduates (2 yrs prior) that are employed
- **Output Indicators**
 1. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs.
 2. Percentage of undergraduate programs with accreditation.

Advanced Education Program

- **Outcome Indicators**
 1. Percentage of graduate school faculty engaged in research work applied in any of the following:
 - a. Pursuing advanced research degree programs (Ph. D).
 - b. Actively pursuing with the last three (3) years (investigative research, basic and applied scientific research, policy research, social science research).
 - c. Producing technologies for commercialization or livelihood improvement
 - d. whose research work resulted in the extension program.
- **Output Indicators**
 1. Percentage of graduate students enrolled in research degree program.
 2. Percentage of accredited graduate program.

Research Program

- **Outcome Indicator**
 1. Number of research outputs in the last three years utilized by the industry or by other beneficiaries.

- **Output Indicators**
 1. Number of research outputs completed within the year.
 2. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year.

Technical Advisory Extension Program

- **Outcome Indicator**
 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities.

- **Output Indicators**
 1. Number of trainees weighted by the length of training.
 2. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs.
 3. Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance.

Support to Operations (STO)

- a. Quality Management System Certification for at least one core process by any international certifying body approved by the IATF or ISO aligned QMS documents.
- b. Streamlining and Process Improvement of the Agency's Critical Services.
- c. Citizen/Client Satisfaction

General Administration and Support Services (GASS)

- a. Budget utilization rate which shall consist of obligations BUR and disbursement BUR.
- b. Sustained Compliance with Audit Findings.
- c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS)
- d. Agency Procurement Compliance and Performance Indicators (APCPI)
- e. Submission of Annual Procurement Plan
- f. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the agency's budget submitted to the Congress consistent with the NEP.

Other Cross-cutting Requirements

- a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN.
- b. Comply with the Freedom of Information (FOI) Program.

III. Delivery Units (DU)

The delivery units of USeP shall be grouped and ranked according to the following clusters as provided in the Memorandum Circular No. 2018-1 issued 18 May 2018 by Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems.

1. Offices of the Vice Presidents

1.1 Vice President for Academic Affairs

- a. Career Alumni Center
- b. Curriculum and Instruction Office
- c. Office of Student Affairs and Services
- d. University Cultural Affairs Office
- e. University Guidance & Testing Office
- f. University Sports Office

1.2 Vice President for Administration

- a. Knowledge Management System Division
- b. Office of Public and International Affairs
- c. Office of the Board/University Secretary/University Records Office
- d. Office of the Executive Assistant (President's Staff)
- e. Physical Development Division

1.3 Vice President for Research, Development and Extension

- a. Extension Division
- b. Knowledge Technology Transfer Division
- c. Research Division

1.4 Vice President for Planning, Quality Assurance and Resource Management

- a. Institutional Planning Division
- b. Quality Assurance Division
- c. Resource Management Division

1.5 Office of the Chancellor

- a. Office of Administrative Services

2. Services

- a. Administrative Services Division
(Supply/BAC Secretariat/Procurement, GSU, Security, & Motorpool)
- b. Finance Division
- c. Health Services Division
- d. Human Resource Management Division
- e. Office of the University Registrar
- f. University Learning Resource Center

3. Colleges

- a. Bislig Campus
- b. College of Agriculture and Related Sciences- Tagum-Mabini Campus
- c. College of Arts and Sciences
- d. College of Development Management- Mintal Campus
- e. College of Education
- f. College of Engineering
- g. College of Governance and Business
- h. College of Teacher Education and Technology- Tagum-Mabini Campus
- i. College of Technology
- j. Institute of Computing
- k. School of Applied Economics

IV. Eligibility of Individuals

1. The eligibility of the President is based on the following eligibility requirements (CHED Memo Order No. 4 s.2015):

	Best	Better	Good
Eligibility Requirements	<ul style="list-style-type: none"> • SUC has met all good governance conditions 		
	SUC achieved all GGCs, and its physical target in all MFOs, STO, and GASS indicators.	SUC achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons.	SUC achieved all GGCs, has deficiency in one of its physical target/s due to uncontrollable reasons.
PBB as % of Monthly Basic Salary	65%	57.5%	50%

2. Faculty and non-teaching personnel must meet the following conditions to be eligible for the grant of PBB:
 - a. Must be holding a regular plantilla position; contractual and casual employee whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern.
 - b. Must have received a rating of at least "Satisfactory" for two (2) rating periods, January-June and July-December, based on CSC-approved SPMS (CSC MC No.6 s 2012)
 - c. Must have complied with the submission of SALN 2017.

3. Faculty and non-teaching personnel who transferred from one government agency to the University 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 University.
4. Faculty and non-teaching personnel who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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%

A personnel may not be able to meet the minimum of nine (9) months of service due to the following reasons: being a newly hired employee, retirement, resignation, rehabilitation leave, maternity leave, vacation or sick leave with or without pay, scholarship/study leave and sabbatical leave.

5. There shall no longer be a ranking of individuals within a delivery unit.
6. To determine who will meet the satisfactory performance for two rating periods, rating of faculty members shall be computed based on the following percentages:

MFO and STO	Faculty					
	Full Time Faculty	Designated (1-3 units)	Designated (6 units)	Designated (9 units)	Designated (12 units)	Designated (15 units)
MFO 1 & 2: Higher Education and Advanced Education Services	60%	50%	40%	30%	30%	10%
MFO 3 & 4: Research and Extension	40%	30%	30%	20%	10%	10%
STO: Support to Operations	0%	20%	30%	50%	60%	80%

7. The non-teaching personnel shall be evaluated eighty percent (80%) on their Core Functions and twenty percent (20%) on Support to Operation Functions by their respective Dean/Director/Head.

8. The non-teaching personnel of each college shall be evaluated in the college where they belong except the librarians and the utility personnel.
9. The librarians who are assigned in the colleges as well as in the external campuses shall be evaluated under the University Learning and Resource Center.
10. All utility workers and security personnel in the Obrero campus shall be evaluated by the General Services Unit (GSU) Head.
11. The non-teaching personnel assigned in the Office of Administrative Services for Tagum-Mabini Campus shall be evaluated under the Office of the Chancellor.
12. The PBB rates of personnel under the Good, Better, and Best delivery units shall be based on the individual's monthly basic salary as of December 31, 2018, but not lower than Php5,000 determined according to the hereunder percentages:

Performance Category	PBB as % of Monthly Basic Salary
Best bureau/office/delivery units (10%)	65%
Better bureau/office/delivery units (25%)	57.5%
Good bureau/office/delivery units (65%)	50%

13. On or before every 1st week of January of the current year, the Dean/Director/Head shall submit his/her CPCR/OPCR with the evidence including the IPCR Summary Form and the validated IPCRs to the SPMS.

Not Eligible for PBB 2018

1. Faculty and non-teaching personnel who is on vacation or sick leave with or without pay for the entire year.
2. Faculty and non-teaching personnel found guilty of administrative and/or criminal cases in FY 2018 by formal and executory judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
3. Faculty and non-teaching personnel who failed to submit the 2017 SALN as prescribed in the rules provided under CSC memorandum circular No. 3 (s, 2015).
4. Faculty and non-teaching personnel/end user who failed to liquidate within the reglementary period the Cash Advances received in FY 2018 as required by the COA.
5. Faculty and non-teaching personnel who failed to submit their complete SPMS (CPCR/OPCR/IPCR) forms.

V. Ranking of Delivery Units

1. The DUs shall be ranked at the end of the year based on their CPCR/OPCR. While the IPCR shall be evaluated for two rating periods and serve as a basis for the grant of PBB.

- a. Each DU shall submit a self-assessment document and digital copy of the evaluated SPMS (CPCR/OPCR/IPCR) forms to the SPMS Unit. The PMG may require the submission of supporting documents to validate the rating of the delivery units.
- b. The Good, Better, and Best DUs shall be determined according to the hereunder percentages:

Performance Category	Ranking
Best bureau/office/delivery units	10%
Better bureau/office/delivery units	25%
Good bureau/office/delivery units	65%

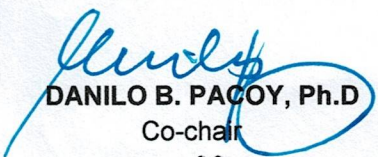
- c. Cases of tie relative to the ranking of DUs shall be resolved by the President of the University.
- d. PBB-related issues, concerns and complaints raised by any personnel shall be submitted in writing to the Head of the DU for appropriate action. If the resolution of the head of office is not to the satisfaction of the complainant, he/she may elevate the case to the grievance focal person of the PMG.

PERFORMANCE MANAGEMENT GROUP

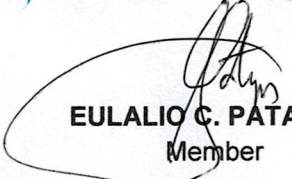

BONIFACIO G. GABALES JR., Ph.D
Chair

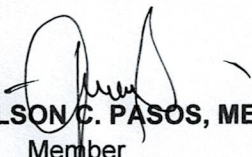

SHIRLEY S. VILLANUEVA, Ph.D
Co-chair

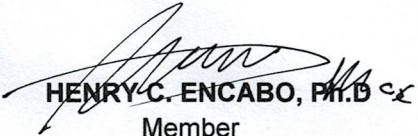

MA. LUISA B. FAUNILLAN, CPA
Co-chair


DANILO B. PACOY, Ph.D
Co-chair

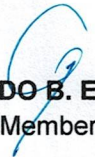

BEN-HUR C. RAFOSALA, Ph.D
Co-chair



EULALIO C. PATAYON, Ph.D
Member



WHELSON C. PASOS, MERM
Member



HENRY C. ENCABO, Ph.D
Member

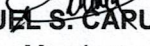

CYNTHIA S. ALPAS, DM
Member

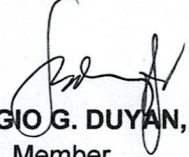

ROLANDO B. ENRIQUEZ, CPA
Member


JOCEL D. RIPDOS, DM
Member



MARLYN D. BITON, Ed.D
Member


ANCHIE C. VILLAESTER, MB
Member


MANUEL S. CARULONG, JR., MA
Member


REMEGIO G. DUYAN, MPA
Member

CARMELITA P. MARTINEZ, Ph.D
Member - Absent


EVELYN A. GECALE, Ph.D
Member


LOURDES C. GENERALAO, Ph.D
SUC President IV