Memorandum Order No.: 08, 8 2015

TO : All Executive Officers and Campus Administrators

Attention : Campus Planning Officers and Heads of HR

FROM : Office of the President

SUBJECT : 2014 PBB Final Ranking Guidelines

Date : January 14, 2015

You are hereby furnished a copy of the approved guidelines for campus and individual ranking for PBB 2014. Reproduce and disseminate these guidelines to all concerned within your campuses.

Should there be a need for clarification and additional information please contact our University Planning Officer, Mr. Exequiel Perez, through his e-mail at ezekdom@yahoo.com

For your information and guidance.

ALETH M. MAMAUAG, Ph. D.
President

ISUE-OP-M-021

Office of the President
ISABELA STATE UNIVERSITY
Echague, Isabela
http://www.isu.edu.ph
Agenda

1. Composition of PBB Task Force (Evaluation of Accomplishments)
   - Chair: Dr. R. Calpatura
   - Vice: Dr. R. Perez
   - Members:
     o Dr. A. Gaffud – MFO 1 - PIs 1, 2, & 5
     o Dr. E. Panganiban – MFO 1 - PI 3
     o Dr. E. Ausa – MFO 1 - PIs 4a, 4b, 4c & 4d and STO – PI 1
     o Dr. E. Pascua – MFO 2 - PIs 1, 2, & 3
     o Dr. O. Balderama – MFO 3 - PIs 1, 2, & 3
     o Dr. P. Medrano – MFO 4 - PIs 1-7
     o Mrs. G. Dioses – STO – PI 2
   - Focal Person: Mrs. M. Cureg
   - Alt. Focal Person: Dr. P. Gatmen
   - Spokesperson: Mr. E. Perez

2. Guidelines in Campus and Individual Ranking
   - See succeeding pages

3. Timeline
   - January 12 (Meeting with Heads of Campuses, Planning Officers, HR)
   - January 20 (Deadline for Submission of Accomplishments to the University Planning and MIS with Soft and Hard Copies)
   - January 20 (Deadline for submission of OPCR/IPCR Summary to the Univ. H.R. with Soft and Hard Copies)
   - January 22 (Plenary Evaluation, UPBB Committee and Heads of Campuses)

4. Extension of Deadline
   - No extension of deadline!
Minutes of the meeting on Guidelines for Individual Ranking on PBB
January 13, 2015 3:00PM
Office of the VP for Admin and Finance

Attendance:
Present
• DR. RUFINO CALPATURA
• MRS. GILDA NIALA
• DR. EDITHA AUSA
• DR. ROBINSON PEREZ
• MRS. GIORGINA DIOCES
• MRS. MARILYN CUREG

• MR. EXQUIEL PEREZ
• DR. PRIMITIVO GATMEN JR.
• DR. AMBROCIA GAFFUD
• DR. EDWARD PANGANIBAN
• DR. ESTRELLITA PASCUA

Absent:

• DR. PEDRITA MEDRANO
• DR. ORLANDO BALDERAMA

Agenda No. 1: Coverage of PES and IPCR for faculty members
The coverage of PES for faculty members shall be the Second Semester of SY 2013-14 while the coverage of IPCR shall be July to December 2014. This decision was based on advice made by the CSC that no modifications shall be made to the approved SPMS of the University, however, all noted comments shall be collected for purposes of validating the SPMS.

Agenda No. 2: Where to rank faculty members detailed to other campuses.
Faculty members detailed to other campuses shall be ranked to the campus where majority of their service was rendered (more than six months). This decision was based on DBM Memorandum Circular No. 2014-2 p. 3.3. where the same was cited for inter-agency transfers of government employees.

Agenda No. 3: Where to rank administrative staff detailed to other campuses.
Administrative staff detailed to other campuses shall be ranked to the campus where majority of their service was rendered (more than six months). Again, this decision was based on DBM Memorandum Circular No. 2014-2. Specifically, in the case of Ms. Ma. Ines B. Beltran, an administrative staff of ISU Cabagan detailed in ISU Ilagan and ISU Angadan at the same time, she will be ranked to ISU Ilagan because she is rendering 60% of her time in ISU Ilagan and only 40% in ISU Angadan, however, her Average Performance Rating from both Campuses (PES and IPCR from ISU Ilagan and ISU Angadan) shall be used as the basis for ranking.

Agenda No. 4.: Extension for the submission deadline of PBB campus accomplishments.
Due to the request of ISU Cabagan to extend the submission deadline of PBB Campus accomplishments, the PBB Task Force unanimously moved the submission deadline for the submission of PBB campus accomplishments from January 14 to January 20, 2014, the same day deadline for the submission of OPCR/IPCR Summary.

Prepared by:

[Signature]
Mr. Exequiel M. Perez
PBB Spokesperson
ASSESSMENT TEAM
University PBB Task Force

GUIDELINES AND PROCESS IN RANKING DELIVERY UNITS WITHIN THE UNIVERSITY
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014

Consistent with the instructions received from the various conferences attended by the representatives of the University pertaining to the grant of the PBB, the University PBB Task Force has formulated a set of internal criteria for the ranking of the delivery units within the university as identified in our PBB Form A-1.

The criteria include the following:

A. Higher Education – this criterion reflects
   1. The proportion of total number of graduates against targets.
   2. The proportion of total graduates that are in priority courses against targets.
   3. The proportion of average passing percentage in licensure exams to national passing percentage against targets.
   4. Accredited Programs:
      4.a. The proportion of Level 1 accredited programs to total number of accreditable programs against targets.
      4.b. The proportion of Level 2 accredited programs to total number of accreditable programs against targets.
      4.c. The proportion of Level 3 accredited programs to total number of accreditable programs against targets.
      4.d. The proportion of Level 4 accredited programs to total number of accreditable programs against targets.
   5. The proportion of graduates who finished their academic programs according to the prescribed timeframe against targets.

B. Advanced Education - this represents
   1. The proportion of total number of graduates against targets.
   2. The proportion of graduates who engaged in employment within 6 months of graduation against targets.
   3. The proportion of students who rate timeliness of education delivery/supervision as good or better against targets.

C. Research – this criterion refers to the output of the various research activities conducted by the different campuses for FY 2014 and is measured using the following indicators:
   1. The proportion of research studies completed against targets.
   2. The proportion of research outputs published in a recognized refereed journal or submitted for patenting/patented to total number of research outputs against targets.
   3. The proportion of research projects conducted or completed within original time frame against targets.

D. Extension Services – this refers to the output of the campuses from various extension and training services conducted for FY 2014 and is measured using the following indicators:
   1. The proportion of persons trained weighted by length of training against targets.
   2. The proportion of persons provided with technical advice against targets.
   3. The proportion of trainees who rated the training course as good or better against targets.
   4. The proportion of trainees/clients who rated the advisory services as good or better against targets.
   5. The proportion of requests for training responded to within three (3) days of request against targets.
6. The proportion of request for technical advice responded to within three (3) days against targets.
7. The proportion of persons, who receive training or advisory services, who rated timeliness of service delivery as good or better against target.

E. Support to Operations – this represents the following indicators:
   1. The proportion of ISO 9001:2008 certifications issued by external evaluators against target.
   2. The proportion of faculty and personnel enabled to pursue studies/training against target.

The aforesaid 23 criteria are taken of equal weights and the performance of a campus or delivery unit is computed using the average percentage score in all the criteria.

The ranking shall be done with the highest average percentage accomplishment ranked as number 1 and the lowest average accomplishment ranked as number 9.

The University has nine delivery units/campuses. Their average scores along those criteria are ranked to determine the best, better and good campuses or delivery units or bureaus, i.e., 10% of nine campuses is 1 bureau or 1 best campus, 25% of nine bureaus is 2.25 or 2 better campuses or bureaus, and the remaining are ranked as good.

An evaluation team is formed which is composed of the University Directors who are directly involved in the particular area. Their evaluation are sealed and submitted to the Performance Management Team for review and approval. The PBB Focal Person then receives the approved evaluation and presents the same to the plenary of bureau representatives to assure transparency of the ranking processes. The ranking of campuses are then finalized during the plenary canvassing.

Prepared for the Team:

ROBINSON M. PEREZ, DPA
University Director for Administrative Services

ALETH M. MAMAUAG, Ph.D.
Agency Head

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ASSESSMENT TEAM
University PBB Task Force

DESCRIPTION OF THE CRITERIA AND PROCESS USED IN RATING PERFORMANCE AND RANKING OF EMPLOYEES WITHIN THE DELIVERY UNITS OR CAMPUSES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014

Consistent with the instructions received from the various conferences attended by the representatives of the University pertaining to the grant of the PBB, the University PBB Task Force has formulated a set of internal criteria for the rating of performance and ranking of the personnel within the delivery units or campuses of the university.

There are two categories of criteria – the Performance Evaluation Result of each Employee and the compliance of each employee to a set of Critical Factors that the University focused on as these are the observed weaknesses of the University.

The system of rating faculty performance as mentioned above is guided by the procedures and guidelines in the Performance Evaluation System of the University as contained in the University Merit System Plan which was approved by the ISU Board of Regents and the Civil Service Commission.

For faculty members, the PES for Second Semester SY 2013-14 and OPCR/IPCR for July to December 2014 shall be used. For the non-teaching employees, the PES for January to June 2014 and OPCR/IPCR for July to December 2014 shall be used.

For those employees or faculty who are on leave, the last two ratings before the start of their leave of absence, and in the case of newly employed personnel, their available ratings since they entered the service, however they shall be only ranked as good performers provided they did not violate their leave or scholarship contracts and subject to DBM Memorandum Circular No 2014-3 (see attached copy).

For the Critical Factors, an employee shall comply with the following:

a) Absence of disciplinary record or occurrence within the year 2014
b) Absence of unliquidated cash advances during the year 2014
c) Submission of SALN 2013
d) Accomplishment of updated Personnel Data Sheet 2014
e) 100% compliance to DTR submission during the year 2014 (Cut-off: November)
f) 100% submission of grading sheets for Second Sem 2013-14, Summer 2014 and First Sem 2014-15.
g) Annual Clearance as certified by the concerned Administrative Officer 2014.

Each of the foregoing critical factors is scored 1 (one) if fully (100%) complied with and scored 0 (zero) otherwise. These critical factors are summed up and divided by the total applicable factors to get the individual’s compliance score.

The first criterion, the Individual PES/SPMS Score is weighted 80% and the Critical Factor Score is weighted 20%. Summing up the two factors gives the Individual’s Rating Score. This Rating Score is then used as the basis for ranking all employees within the delivery units.

The delivery units, following the previous recommendations in the last PBB exercise, are subdivided into colleges consisting of groups of faculty members comprising each college and the administrative support staff comprising a separate group.
Faculty members who are designated to key administrative position shall be classified/ranked to their mother college. However, faculty members designated as head of campus shall be classified/ranked to the campus where they are assigned.

Faculty members and administrative staff detailed to other campuses shall be ranked to the campus where majority of their service was rendered. In case, where a faculty member or administrative staff is detailed to more than one campus, the employee shall be ranked to campus where majority of service was rendered.

The ranking shall then proceed for each group in accordance with the distribution as defined by the PBB guidelines to wit:

a) For the Best Campus – the 20%-35%-45% scheme is used to get the proportionate number of best, better, and good performing individuals in each of the groups. Personnel or faculty whose performance evaluations are poor or are not available at the set deadline are disqualified from the ranking.

b) For the Better Campuses – the 15%-30%-55% scheme is used to get the proportionate number of best, better, and good performing individuals in each of the groups. Personnel or faculty whose performance evaluations are poor or are not available at the set deadline are disqualified from the ranking.

c) For the Good Campuses – the 10%-25%-65% scheme is used to get the proportionate number of best, better, and good performing individuals in each of the groups. Personnel or faculty whose performance evaluations are poor or are not available at the set deadline are disqualified from the ranking.

In cases where the boundaries of the best-better-good groupings in each department separate or cut across tied ratings or ranks, the average rank of the tied positions is computed. If this average rank exceeded the least rank for the higher group, all tied ranks are grouped to the next lower group. Otherwise they are grouped with the next higher ranking group.

The preceding rule was resorted to in as much as the tied scores are incidentally unbreakable. By convention in statistics their ranks are more appropriately reflected by their average rank – the most logical and reasonable basis to rank them.

In cases where personnel are on leave of official time or on paid vacation or sick leave for more than three months, they are to be grouped with the lowest groups in their respective departments and subject to DBM Memorandum Circular No 2014-3 considering that they are regular employees even as they did not render at least nine months of service. This policy is made in the spirit of fairness given the fact that they also contribute to the interest of the University in general.

Prepared for the PBB Task Force:

ROBINSON M. PEREZ, DPA
University Director for Administrative Services

ALETH M. MAMAUA, Ph.D.
Agency Head

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MEMORANDUM CIRCULAR NO. 2014-3

TO: All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations

SUBJECT: Clarification on the Provision on the Nine-Month Service Requirement

1.0 PURPOSE

This Memorandum Circular contains the clarification of the nine-month service requirement in determining the eligibility of the personnel for the grant of the FY 2014 Performance-Based Bonus based on an employee’s contribution to the accomplishment of Office targets.

2.0 GUIDELINES

2.1 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of the PBB.

2.2 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis.

An employee may not be able to meet the minimum of nine (9) months of service due to the following reasons:

2.2.1 Being a newly hired employee;
2.2.2 Retirement
2.2.3 Resignation
2.2.4 Rehabilitation Leave
2.2.5 Maternity leave
2.2.6 Vacation or Sick Leave with or without pay
2.2.7 Scholarship/Study Leave
2.2.8 Sabbatical leave

2.3 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.

2.4 The following table shall serve as basis for the pro-rated amount:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>% of PBB</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 months but less than 9 months</td>
<td>90%</td>
</tr>
<tr>
<td>7 months but less than 8 months</td>
<td>80%</td>
</tr>
<tr>
<td>6 months but less than 7 months</td>
<td>70%</td>
</tr>
<tr>
<td>5 months but less than 6 months</td>
<td>60%</td>
</tr>
<tr>
<td>4 months but less than 5 months</td>
<td>50%</td>
</tr>
<tr>
<td>3 months but less than 4 months</td>
<td>40%</td>
</tr>
</tbody>
</table>

For your guidance.

FLORENCIO B. ABAD
Secretary, Department of Budget and Management and Chairman, AO 25 Inter-Agency Task Force

Development Academy of the Philippines
Technical Secretariat and Resource Institution