

WESTERN MINDANAO STATE UNIVERSITY  
GUIDELINES FOR THE RATING AND RANKING OF COLLEGES/UNITS FOR THE  
PERFORMANCE-BASED BONUS (PBB) FY 2016

1.0 BACKGROUND:

As provided for in the issuance dated August 2, 2013 by the Inter-Agency Task Force (AITF), a Performance Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning fiscal year (FY) 2013. The PBB shall be characterized by a system of ranking bureaus or delivery units within a Department/Agency according to their contribution to the Department/Agency's Major Final Outputs (MFOs).

2.0 PURPOSE:

This guideline is issued to comply to the Inter Agency Task Force (AITF) MC No. 2013 dated August 2, 2013, and subsequently with MC No. 2014-01 dated April 21, 2014, MC No. 2014-02 dated October 8, 2014 and MC 2015-1 dated August 12, 2015 to simplify ranking of bureaus/colleges for the PBB. The latest issuance, MC 2016-2, dated October 12, 2016 further detailed the guidelines on the grant of the PBB.

3.0 RANKING:

Colleges and the Administrative Unit shall be ranked jointly by the University PBB Evaluation Committee. However, different sets of performance indicators shall be used (Table 3.2.1-A). A form shall be accomplished for the ranking of the Colleges and the Administrative Unit as the official Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units (Annex 11 of MC No. 2013 dated August 2, 2013).

3.1 RANKING OF COLLEGES:

The ranking of colleges shall be based on their performance in the three (3) Major Final Outputs (MFOs), namely MFO-1: Higher Education Services, MFO-2: Research Services, and MFO-3: Extension Services Referring to IATF MC No. 2013 dated August 2, 2013, section 7.6, Colleges shall be rated based on their respective contributions to the overall Agency (WMSU) targets as defined in the Major Final Outputs (MFOs) Form A and Form A-1 of the Cascading of Department Performance Targets. The Department of Extension Services and Community Development shall be under the Admin Unit.

3.2 RANKING OF THE ADMINISTRATIVE UNIT:

The ranking of the administrative unit shall be based on two (2) Major Outputs - Support to Operations (STO) and General Administration and Support (GASS). Small non-academic support units i.e. RDEC and the Department of Extension Services and Community Development (DESCD) shall be fused with the Administrative Unit.

3.2.1 PERFORMANCE INDICATORS:

The MFOs and PIs are used for the ranking of Colleges and the Administrative Units (Form A and Form A-1 of the Cascading of Department Performance Targets). For Colleges, a total of nine(9) Performance Indicators (PIs) are selected across three MFOs, and for the Administrative Unit, four (4) Performance Indicators (PIs) are selected for Support to Operations and General Administration and Support Services (Table 3.2.1-A):

Table 3.2.1-A

	Major Final Outputs (MFOs)	Performance Indicators (PIs)	Units
FOR COLLEGES	MFO1	1. Total number of graduates in mandated and priority programs	No.
		2. Percentage of Total Graduates in Priority Courses	Percent
		3. Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs covered by SUC	Percent
		4. Percentage of Programs Accredited	Percent
		5. Percentage of graduates who finished academic program according to the prescribed timeframe	Percent
	MFO2	1. Number of research studies completed	No.
		2. Percentage of Research Studies completed in the last 3 years	Percent
		3. Percentage of Research Projects Conducted or Completed in Schedule	Percent

FOR COLLEGES	MFO3	1. No. of Persons trained weighted by length of training (Technical/Vocational)	Weighted No.
		2. No. of Persons Trained Weighted by the Length of Training (Continuing Education for Professionals)	Weighted No.
		3. No. of Persons provided with Technical Advice	No.
		4. Percentage of Trainees who rate services rendered as good or better	Percent
		5. Percentage of Clients who rate the Advisory Services as good or better	Percent
		6. Percentage of Request for Training responded to within 3 days of Request	Percent
		7. Percentage of Request for Technical Advice that are responded to within 3 days request	Percent
		8. Percentage of Total Persons who Receive Training or Advisory Services who rate Timeliness of Service Delivery as Good or Better	Percent
	TOTAL PIs	16	
FOR ADMINISTRATIVE UNIT	Support to Operations (STO)	1. Percentage of students and personnel who rate the non-academic related services (e.g library services, medical/dental services, guidance services, ICT services, etc) as good or better	Percent
		2. No. of Management and Employees trained on QMS documentation	No.
	General Admin. & Support Services (GASS)	1. Percentage of actual budget utilization inclusive of income to total operating budget	Percent
		2. Budget Utilization Rate (BUR) Obligations	Percent
		3. Budget Utilization Rate (BUR) Disbursements	Percent
		4. Percentage of financial statements and reports/documents submitted to CHED, DBM and other agencies within mandated time	Percent
		5. Submission to COA Financial statements for FY (per PD 1445)	Percent
		6. Submission to COA of Report on Ageing of Cash Advances (cut-off date November 15, 2014)	Percent
	TOTAL PIs	8	

Colleges and the administrative unit shall be forced ranked following the prescribed distribution (Table 3.2.1-B) using average scores calculated from quantifiable measures reflected on their respective PIs (Table 3.2.1-A):

Table 3.2.1-B

Best College/Admin Unit	10%
Better College/Admin Unit	25%
Good College/Admin Unit	65%
TOTAL	100%

### 3.2.2 CALCULATION OF SCORES:

#### 3.2.2.1 FOR COLLEGES:

Based on institutional performance as reflected in Form A – Department Performance Targets, all contributing colleges shall have an initial minimum accomplishment ( %<sub>min</sub> ) rate across all PIs. For forced ranking purposes, individual Colleges average accomplishment rates are calculated using the general formula:

$$College \% Accomplishment_{PI} = \%_{min} + \left[ \frac{Actual_{College}}{Target_{College}} \times \frac{Actual_{College}}{Actual_{Overall}} \right]$$

Where:  $Actual_{College}$  is the actual 2016 accomplishment of the college;

$Target_{College}$  is the 2016 target of the college; and,

$\frac{Actual_{College}}{Actual_{Overall}}$  is the actual 2016 proportional contribution of the college relative to the overall 2016 institutional accomplishment for the particular PI.

Summing all *College % Accomplishment<sub>PI</sub>* and divided by the total number of appropriate PIs will yield the college's rate of accomplishment.

3.2.2.2 FOR THE ADMINISTRATIVE UNIT:

Accomplishment rate for the Admin Unit is calculated using the formula:

$$Ad\ min\ Unit\ \% \ Accomplishment_{PI} = \%_{min} + \left[ \frac{Actual_{Ad\ min}}{T\ arg\ et_{Ad\ min}} \right]$$

Where: *Actual<sub>Ad min</sub>* is the actual 2016 accomplishment of the admin unit; and,  
*T arg et<sub>Ad min</sub>* is the 2016 target of the admin unit.

Summing all *Ad min Unit % Accomplishment<sub>PI</sub>* and divided by the total number of appropriate PIs will yield the admin unit's rate of accomplishment.

3.3 ELIGIBILITY OF INDIVIDUALS:

As outlined in MC 2016-1 dated May 12, 2016, the following individuals are listed as eligible for the grant of PBB 2016, to wit:

- Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship.
- Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern.
- Receive at least a "Satisfactory" rating based on CSC approved SPMS.
- Third Level officials should receive at least "Satisfactory" rating under CESPES. Other officials performing managerial and executive functions who are not presidential appointees are covered by agency's CSC-approved SPMS and should receive at least "Satisfactory".
- Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Payment of PBB shall come from the parent agency.
- Personnel who transferred from G2G shall be rated by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.
- Minimum of nine (9) months government service during FY 2016 and with at least "Satisfactory" rating will be eligible to the **full PBB grant**.
- Minimum of three (3) but less than nine (9) months and with at least "Satisfactory" rating shall be prorated corresponding to the length of service.

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%

- Valid reasons for not meeting the 9-month service requirement
  - Being a newly hired employee
  - Retirement
  - Resignation
  - Rehabilitation Leave
  - Maternity Leave and/or Paternity Leave
  - Vacation or Sick Leave with or without pay
  - Scholarship/Study Leave
  - Sabbatical Leave

4.0 RANKING OF DELIVERY UNITS:

PBB rates of individuals shall depend on the performance ranking of the bureau or delivery unit where they belong and will be based on the individual's monthly basic salary as of December 31, 2016 (Table 4.0-A):

Table 4.0-A

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

However, where computed grant based on the lowest 50% entitlement is less than Php 5,000, the amount of Php 5,000 shall be granted.

5.0 COVERAGE:

All WMSU employees on regular, casual and substitute (for faculty) status having rendered at least nine (9) months for the year ending December 31, 2016 are eligible for PBB. Employees found guilty of administrative and/or criminal case/s and meted penalty in the current year and those who have not complied with the conditions set by MC 2016-1 are not entitled to PBB.

6.0 DATA ACQUISITION:

Date gathering shall follow the DBM's Agency Performance Review (APR) procedure for consistency where information is taken from the following concerned offices:

For MFO-1: Office of the University Registrar/VPAA;

For MFO-2: Research, Development and Evaluation Center (RDEC);

For MFO-3: Department of Extension Services and Community Development (DESCD), Center for Continuing Education (CCE), and Colleges;

For Support to Operations (STO): University Library and University Medical Services; and Quality Assurance Office (QAO),

For General Administration and Support Services (GASS): University Accountant's Office and Finance.

7.0 SUBMISSIONS/DEADLINES

The University PBB Evaluation Committee shall accomplish Form 1.0 (Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units) of Annex 5 of MC No. 2014-01 to be submitted with other consolidated PBB Accomplishment Reports (Form A, Form A-1) to the Interagency Task Force (IATF) Secretariat/CHED-OPPRI on or before January 15, 2017 for final evaluation.

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