

WESTERN MINDANAO STATE UNIVERSITY
 GUIDELINES FOR THE RATING AND RANKING OF COLLEGES/UNITS FOR THE
 PERFORMANCE-BASED BONUS (PBB) FY 2017

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, MC 2015-1 dated August 12, 2015, and MC 2016-2, dated October 12, 2016 to simplify ranking of bureaus/colleges for the PBB. The latest issuance, MC 2017-1, dated March 9, 2017 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. QMS ISO Certification	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, 2017)	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 (%_{min}) 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 2017 accomplishment of the college;

$Target_{College}$ is the 2017 target of the college; and,

$\frac{Actual_{College}}{Actual_{Overall}}$ is the actual 2017 proportional contribution of the college relative to the overall 2017 institutional accomplishment for the particular PI.

Summing all *College % Accomplishment_{PI}* 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:

$$Admin\ Unit\ \% \ Accomplishment_{PI} = \%_{min} + \left[\frac{Actual_{Admin}}{Target_{Admin}} \right]$$

Where: *Actual_{Admin}* is the actual 2017 accomplishment of the admin unit; and,
Target_{Admin} is the 2017 target of the admin unit.

Summing all *Admin Unit % Accomplishment_{PI}* 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 2017-1 dated March 9, 2017, the following are the criteria for the eligibility of individuals for the grant of PBB 2017, 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
- 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.
- Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2017 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.

- Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
- Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following:
 - FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015
 - FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
 - Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on before March 31, 2017. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
- Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
- Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.
- Officials and employees responsible for posting and dissemination of the Department/Agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply.

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, 2017 (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, 2017 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 2017-1 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, Quality Assurance Office (QAO), and Quality Management Office;

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. 2017-01 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 31, 2018 for final evaluation.



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