Office of the President

Administrative Order No. 321, s. 2015

To: All Vice Presidents
    Deans and Directors
    Heads/Chiefs of Offices
    Bicol University

Subject: Implementing Guidelines on the Eligibility and Force Ranking of Colleges and Personnel as bases of FY 2015 Performance-Based Bonus (PBB)

I. Background and Legal Bases

Pursuant to EO No. 80 directing the adoption of a performance-based incentive system for government employees and Memorandum Circular No. 2015-1 dated August 12, 2015, Bicol University hereby adopts the following guidelines in the eligibility and force ranking of its twelve (12) colleges and the personnel which shall become the basis of the implementation of the new performance incentive scheme otherwise known as Performance-Based Bonus (PBB).

II. Purpose

This administrative order aims to provide the implementing guidelines on:

A. Determining the eligibility of Colleges and BU Personnel to the FY 2015 PBB

B. Ranking the colleges or equivalent delivery units of the University based on the performance for the grant of the PBB for FY 2015 and;

C. Distributing the FY 2015 PBB to qualified colleges or delivery units and BU personnel

III. Coverage

1. This administrative order covers all officials and employees of eligible colleges/units holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with Bicol University, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern.

IV. Eligibility and Force Ranking of Colleges

A. Only colleges that have satisfied 100% of the good governance conditions set by the AO Inter-agency Task Force are eligible for FY 2015 PBB.

B. Only colleges that have achieved an average of 90% performance rate or better in all of the performance indicators are eligible for FY 2015 PBB.

C. All the twelve colleges of the university shall be force ranked using the indicators along MFO 1: Higher Education Services, MFO 3: Research Services, MFO 4: Extension Services, and General Administration and Support Services (GASS) as reflected in Forms A and A1, to wit:
1. MFO 1: Higher Education Services
   a. Total number of graduates in mandated and priority programs
   b. Average percentage passing in licensure exams by SUC graduates over national passing percentage passing in board programs covered by SUCs
   c. Percentage of graduates who finished their academic programs according to the prescribed timeframe

2. MFO 3: Research Services
   a. No. of research studies completed in the last three years
   b. Percentage of research outputs published in a recognized refereed journal or submitted for patenting/patented
   c. Percentage of research projects conducted and completed on schedule

3. MFO 4: Extension Services
   a. No. of persons trained weighted by length of training
   b. Percentage of trainees/clients who rate services rendered as good or better
   c. Percentage of persons given training or advisory services who rate timeliness of service delivery as good or better

4. General Administration and Support Services (GASS)
   a. Budget Utilization Rate
      i. By obligation
      ii. By disbursement

D. All the data for MFO 1, MFO 3, MFO 4, and GASS shall be generated and certified to by the Planning and Management Office (PMO), Registrar’s Office, Research and Development Center (RDC), Extension Service Center (ESC), and Financial Management Office (FMO) where the respective data may come from.

E. Using the average performance rates, the colleges eligible for FY 2015 PBB shall be force ranked according to the following categories:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Performance Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>Best College</td>
</tr>
<tr>
<td>Next 25%</td>
<td>Better College</td>
</tr>
<tr>
<td>Next 65%</td>
<td>Good College</td>
</tr>
</tbody>
</table>

F. All ties relative to the force ranking of colleges shall be resolved by the President of the University.

V. Eligibility and Force Ranking of the Personnel

A. Only an employee with average performance rating of satisfactory or better shall be entitled to FY 2015 PBB.

B. Only an employee who has rendered a minimum of nine (9) months of service during the fiscal year shall be eligible to the full grant of FY 2015 PBB.
C. 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 FY 2015 PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<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>

D. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of FY 2015 PBB.

E. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty of suspension irrespective of duration in FY 2015 shall not be entitled to the FY 2015 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the FY 2015 PBB.

F. 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.

G. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

H. All teaching and non-teaching personnel who are on study or sabbatical leave for Calendar Year 2015 shall be ranked as GOOD by circumstance.

I. The eligibility of the SUC President shall be based on CHED Memo Order No. 4 s. 2015.

J. The twelve (12) colleges shall force rank their teaching and non-teaching personnel including those with designations serving in these colleges as follows:

1. The force ranking of the teaching staff shall be based on NPAS for 2nd Semester SY 2014-15 and on the CSC-approved Strategic Performance Management System (SPMS) for 1st Semester SY 2015-16. The Office Performance Commitment and Review (OPCR) and the Individual Performance Commitment and Review (IPCR) shall be discussed with the immediate supervisor. The results shall be reviewed by the College Performance Management Team (PMT). The final review of the OPCR/IPCR shall be done by the University PMT for academic functions headed by the Vice President for Academic Affairs.

2. The force ranking of the non-teaching staff, including those with designations serving in the respective units, shall be based on the OPCR/IPCR. The same shall be reviewed by the College PMT and the final review shall be done by the University PMT for administrative functions headed by the Vice President for Administration.
3. Period of Evaluation

a. For the teaching staff, the period of evaluation shall cover the 2nd Semester 2014-2015 (using the NPAS) and the 1st Semester 2015-2016 (using OPCR/IPCR).

b. For non-teaching staff including those with designations serving in the respective units, the period of evaluation shall cover the two rating periods from January – June, 2015 and July – December, 2015 (using OPCR/IPCR).

c. The performance appraisal results for the two (2) rating periods for both teaching and non-teaching personnel shall be averaged.

4. Force Ranking of Personnel of Support Units

a. Once the “best college” has been identified, the non-teaching personnel including those with designations that belong to General Administration and Support Services, Auxiliary Services (except those designated in different colleges/units), Research and Development Center, Extension Service Center, Admission's Office, Office of Student Services, University Registrar's Office, Guidance Center, College of Medicine and Graduate School shall be included in the force ranking of non-teaching personnel of the “Best College”.

b. Where a support cluster unit is serving more than one academic units, the non-teaching personnel of the cluster shall join the college with a higher rank.

c. The force ranking of employees shall be based on the following percentage allocation:

<table>
<thead>
<tr>
<th>Category of Employees</th>
<th>Best Unit</th>
<th>Better Unit</th>
<th>Good Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Employees</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Better Employees</td>
<td>35%</td>
<td>30%</td>
<td>25%</td>
</tr>
<tr>
<td>Good Employees</td>
<td>45%</td>
<td>55%</td>
<td>65%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

d. All ties relative to the classification of personnel shall be resolved by the head of the unit. Unresolved issues relative to force ranking of personnel shall be forwarded to the University PMT for final resolution.

Please be guided accordingly.

[Signature]

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SLU President IV