



Republic of the Philippines  
**Benguet State University**

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**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND  
 INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)  
 FY 2015**

The Performance Management Team (PMT) consisting of senior officials that directly oversee and observe the performance of bureaus or delivery units was tasked by the Head of Agency to establish the guidelines/mechanics in ranking delivery units and individuals as basis in the force ranking of the different delivery units and employees of the University for the Performance-Based Bonus (PBB).

To facilitate the ranking of delivery units, the different offices were grouped according to the similarity of their tasks and responsibilities as per the Major Final Outputs (MFO) and operations identified.

- A. Advance and Higher Education Services (MFO 1 & 2)
- B. Research and Extension Services (MFO 3 & 4)
- C. Support to Operations
- D. General Administration and Support Services

The group of offices per delivery unit is indicated in the table.

Major Final Outputs (MFOs)		Delivery Units (DUs)	
1 & 2	Higher Education Services	1	College of Agriculture
		2	College of Arts and Sciences
		3	College of Engineering and Applied Technology
		4	College of Forestry
	Advance and Higher Education Services	5	College of Home Economics and Technology
		6	College of Nursing
		7	College of Teacher Education
		8	College of Veterinary Medicine
		9	Institute of Human Kinetics
		10	Institute of Public Administration, Open University and National Service Training Program (NSTP)
		11	Bokod Campus - HES
		12	Buguias Campus - HES
3 & 4	Research Services	1	Office of the Vice President for Research and Extension (OVPRE), Climate-Smart Agriculture Center (CSAC), Higher Education Regional Research Center (HERRC), Institute of Social Research and Development (ISRD)
		2	Horticulture Research and Training Institute (HORTI)
		3	Institute of Highland Farming Systems and Agroforestry (IHFS)
	Extension Services	4	Northern Philippines Root Crops Research and Training Center (NPRCRTC)
		5	Office of Extension Services (OES), Publication Office (PO), Benguet Vegetable Processing Center (BVPC)
		6	Office of Research Services (ORS), Cordillera Regional Apiculture Center (CRAC), Intellectual Property Rights Office (IPRO), National Organic Agriculture Research and Development Center (NOARDC), Agri-based Technology Business Incubator/Innovation Center (ATBI/IC)
STO	Support To Operation (STO)	1	Office of the Vice President for Academic Affairs (OVPA), Information and Communication Technology (ICT) Services, Center for Culture and Arts (CCA), International Language Center (ILC)
		2	Office of the University Registrar
		3	Office of Student Services

Major Final Outputs (MFOs)		Delivery Units (DUs)	
		4	University Health Services
		5	University Library and Information Services
		6	Agri-Based Projects - RF161: Bakery, Food Processing Center (FPC), Marketing Center, Poultry, and Office of the Vice President for University Business Affairs
		7	Non-Agri Based Projects - RF163: Cafeteria, HMEG, Garments, Animal Hospital
GA SS	General Administration and Support Services (GASS)	1	Office of the Chief Administrative Officer for the Administrative Services Division, Compensation, Benefits and Other Obligations (CBOO)Office, Human Resource Management Office (HRMO)
		2	Office of the Vice President for Administration and Finance, Records Management Office (RMO), Land Reservation Office (LRO)
		3	Supply and Property Management Office (SPMO), Procurement Management Office (PMO)
		4	Accounting Office
		5	Office of the Chief Administrative Officer for Finance Services Division, Budget Office, Cashiering Office
		6	General Services Office (GSO): Repair & Maintenance and Landscaping Services
		7	Motorpool and Transportation Services
		8	Office of the President Staff, Office of the University Board Secretary (OUBS), University Public Affairs Office (UPAO), Office of Quality Assurance and Accreditation (OQAA)
		9	Legal Office, Internal Audit Services (IAS), Planning Development Office (PDO), International Relations Office (IRO), Highland Agriculture Resources Research and Development Consortium (HARRDEC)
		10	Security Services
		11	Bokod Campus-GASS
		12	Buguias Campus-GASS
		<b>37</b>	<b>Total Delivery Units</b>

### CRITERIA IN RANKING AND RATING THE DELIVERY UNITS AND INDIVIDUALS PER SECTOR

The criteria for the different sectors were approved by the Performance Management Team (PMT) and the Administrative Council.

#### A. RANKING FOR COLLEGES/INSTITUTES (MFO 1 & 2)

The colleges under the Academic Sector comprise the MFO 1 and 2

CRITERIA	RATING	QUALITATIVE DESCRIPTION
<b>1. Timeliness (20%)</b>	5	81% to 100% graduates graduated on time
	4	61% to 80% graduates graduated on time
	3	41% to 60% graduates graduated on time
	2	21% to 40% graduates graduated on time
	1	20% and below graduates graduated on time
<b>2. Best Practice (20%)</b>	5	Please refer to the basis of rating.
	4	
	3	
	2	
	1	
<b>3. Research Involvement (20%)</b>		
a. Percent of faculty involved in	5	81% to 100% of the faculty are involved in research
	4	61% to 80% of the faculty are involved in research

research (5%)	3	41% to 60% of the faculty are involved in research
	2	21% to 40% of the faculty are involved in research
	1	20% and below of the faculty are involved in research
<b>b. Research Output (15%)</b>		
b.1. Researches conducted (5%)	5	Please refer to the basis of rating.
	4	
	3	
	2	
	1	
<b>NOTE: Additional points shall be credited for funds outsourced to support the research undertaking following the point system:</b>		
b.1. Research with outsourced fund	5	Above PhP 5M
	4	PhP 5M
	3	PhP 3M – PhP 4M
	2	PhP 1M – PhP 2M
	1	Below PhP 1M
b.2. Research Publication (5%)	5	1 completed research published in ISI/ Thomson Reuters/ Scopus Journal
	4	1 completed research published in CHED accredited or nationally recognized journal/ 1 completed research with on-going refereeing for publication in ISI/ Thomson Reuters/ Scopus Journal
	3	1 completed research published in any refereed journal or 1 completed research with on-going refereeing for publication in CHED accredited or nationally recognized journal
	2	1 completed research with on-going refereeing for publication in refereed journal
	1	Completed researches published in non-refereed journal
b.3. Research dissemination (5%)	5	81% to 100% of completed researches are disseminated in research fora
	4	61% to 80% of completed researches are disseminated in research fora
	3	41% to 60% of completed researches are disseminated in research fora or 1 concept paper presented in International Research Fora
	2	21% to 40% of completed researches are disseminated in research fora or 1 concept paper presented in national Research Fora
	1	20% and below of completed researches are disseminated in research fora
<b>4. Involvement in extension (20%)</b>	5	15
	4	13
	3	12
	2	10
	1	Below 10
<b>5. Awards, Recognition &amp; Citation (10%)</b>	5	9 and above
	4	7 - 8
	3	5 – 6
	2	3 – 4
	1	2 and below
<b>6. Attendance to university activities (10%)</b>	5	100% employee attendance to university activities
	4	90% employee attendance to university activities
	3	80% employee attendance to university activities
	2	70% employee attendance to university activities
	1	60% and below employee attendance to university activities

**Detailed Criteria in Rating the Delivery Units under MFO 1 & 2**

1. **TIMELINESS** – refers to the percentage rate of graduating enrollees who graduated on time prescriptive of their curricular program per term. This is measured using the formula:

$$\text{Timeliness} = \frac{\text{No. of graduates at the end of the term}}{\text{No. of graduating enrollees at the start of the term}}$$

2. **BEST PRACTICE-** This includes one (1) of the following: program, project, process, policy or other related activity contributing to the development of the college/ institute. The best practice can be rated based on the following:

a. **Course audit-** Impact can be measured in terms of the percent of graduates of the evaluation rating period who surpassed the national passing rate

RATING	QUALITATIVE DESCRIPTION
5	21% plus and above the national passing rate
4	16% to 20% above the national passing rate
3	11% to 15% above the national passing rate
2	6% to 10% above the national passing rate
1	5% and below the national passing rate

b.1. **Policy/ Process/ program/ activity-** This is measured in terms of stakeholder's satisfaction

RATING	Percent Satisfaction
5	81% to 100%
4	61% to 80%
3	41% to 60%
2	21% to 40%
1	20% and below

b.2. **Instructional Material development/ Introduction of Innovative practices in teaching**

RATING	SCORE BASED ON THE CRITERIA
5	Manual(With copyright/ ISBN or ISSN), Patenting in progress
4	Instructional Material is fully utilized
3	Approved and initiated the implementation
2	Review and approval by IMDC in progress
1	Developed the material

**Note:** Points earned for more than one instructional material shall be computed as average rating not to exceed a score of five (5)

c. **PRODUCTION** – Based on the Return of Investment (ROI) on a yearly basis.

<u>PERCENT ROI (%)</u>	<u>ASSIGNED POINTS</u>
5	5
4	4
3	3
2	2
1	1

**Note:** Return of Investment in excess of 5% shall be granted the full point of 5. Zero ROI shall be assigned an equivalent point of 0.

**3. RESEARCH INVOLVEMENT**

a. **No. of faculty involved in research-** this is rated in terms of the percent of faculty in the college involved in research using the following rating:

RATING	QUALITATIVE DESCRIPTION
5	81% to 100% of the faculty are involved in research
4	61% to 80% of the faculty are involved in research
3	41% to 60% of the faculty are involved in research
2	21% to 40% of the faculty are involved in research
1	20% and below of the faculty are involved in research

**b. Research outputs**

**b.1. Research conducted** – A college or institute may consider one (1) of the two

**b.1.1. Researches Conducted-** This may include researches categorized as follows:

Category	Completed Researches	On-Going Researches
Program*	25	20** / 23***
Projects****	23 (2 to 25)	20
Study/Action Researches	20 (2 to 23)	18
Faculty-Student Research*****	15 (>2 to 20)	13

\* Program consisting of two or more projects

\*\* For 50% and below accomplishment for on-going researches

\*\*\* For 50% and above accomplishment for on-going researches

\*\*\*\* Project consisting of two or more studies

\*\*\*\*\* Non-thesis researches

**b.1.2. Researches conducted-** This may include researches based on targets . The smaller units may opt to use the table below.

RATING	QUALITATIVE DESCRIPTION
5	1 program consisting of two or more projects
4	1 project consisting of two or more studies
3	100% of colleges conduct 1 research study
2	2 action researches conducted by the college or institute
1	1 action research conducted by the college/ institute

**Note:** The points above are regardless of the research level (international, national, local, etc. and regardless of the number of person involved in the project)

Additional points shall be credited for funds outsourced to support the research undertaking.

**b.2. Publication** - refers to the completed research published within the rating period. This is rated using the following rating:

RATING	QUALITATIVE DESCRIPTION
5	1 completed research published in ISI/ Thomson Reuter/ Scopus Journal
4	1 completed research published in CHED accredited or nationally recognized journal/ 1 completed research with on-going refereeing for publication in ISI/ Thomson Reuter/ Scopus Journal
3	1 completed research published in any refereed journal or 1 completed research with on-going refereeing for publication in CHED accredited or nationally recognized journal
2	1 completed research with on-going refereeing for publication in refereed journal
1	Completed researches published in non-refereed journal

**b.3. Research Dissemination-** This includes presentation of research in a research fora. The rating is based on the percentage of researches presented divided by the research conducted and completed within the rating period.

<b>RATING</b>	<b>QUALITATIVE DESCRIPTION</b>
5	81% to 100% of completed researches are disseminated in research fora
4	61% to 80% of completed researches are disseminated in research fora
3	41% to 60% of completed researches are disseminated in research fora or 1 concept paper presented in International Research Fora
2	21% to 40% of completed researches are disseminated in research fora or 1 concept paper presented in national Research Fora
1	20% and below of completed researches are disseminated in research fora

#### 4. EXTENSION

<b>Category</b>	<b>Distribution of Weight</b>
Extension Program/s*	15
Extension Project/s**	13 (2 to 15)
Extension Activity	12 (2 to 13)
Faculty-student extension activity	10
Other Extension Activities***	5

\* Program consisting of two or more extension projects

\*\* Program consist of two or more extension activities

\*\*\* Other extension activities include being a Resource Person, Paper Presenter, Facilitator and the like. The following shall be considered as point system per extension activity:

<u>Level</u>	<u>Equivalent Point</u>
International	5
National/Regional	3
Division/local/institutional	2

5. **AWARDS AND RECOGNITION/ CITATION** – This is rated according to the awards received by the faculty and students or college/institute in competitions within the rating period.

<b>CATEGORY</b>	<b>AWARDS RECEIVED</b>	<b>CREDIT</b>
International	1 <sup>st</sup> Place	5
	2 <sup>nd</sup> Place	3
	3 <sup>rd</sup> Place	2
National/ Regional	1 <sup>st</sup> Place	3
	2 <sup>nd</sup> Place	2
	3 <sup>rd</sup> Place	1
Local	1 <sup>st</sup> Place	2
	2 <sup>nd</sup> Place	1.5
	3 <sup>rd</sup> Place	1

**Note:** Advisers/ coaches of student-winners shall be granted the same credit equivalent to the award received by the student.

6. **ATTENDANCE TO THE UNIVERSITY ACTIVITIES**- This refers to participation of faculty and staff in the following activities: University Academic Council, Charter day Celebration, Foundation Day Celebration, Achievement and Recognition Program, Graduation Program, CSC Celebration Month, Christmas Program. 100% attendance of faculty and staff is expected in each of the university activities. Ratings shall be based on the following:

<b>RATING</b>	<b>QUALITATIVE DESCRIPTION</b>
5	91%-100% employee attendance to university activities
4	81%-90% employee attendance to university activities
3	71%-80% employee attendance to university activities
2	61%-70% employee attendance to university activities
1	60% and below employee attendance to university activities

## B. RESEARCH AND EXTENSION SERVICES (MFO 2 & 3)

Item	Criteria / Particulars	Percentage (%)
1	DPCR a. MFO 3. Research (35%) b. MFO 4. Extension (35%)	70
2	Governance and Management a. Timeliness of submission of requirements (10%) b. Professional development activities (10%)	20
3	Others a. Attendance to major University Activities (5%) b. Attendance to R&E Executive Committee (REXECOM) Meetings (5%)	10
4	Tie-breaker (Awards received or Commercialized Technologies or Resources Generated)	(5)
	TOTAL	100 %

### Detailed Criteria in Rating the Delivery Units under MFO 3 & 4

#### 1. DPCR (70%)

CRITERIA	RATING	QUALITATIVE DESCRIPTION
<b>MFO 3: RESEARCH (100%)</b>		
No. of proposals (study) packaged or submitted (15%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of ongoing projects (15%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of studies completed within schedule (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of research outputs submitted/published in a recognized refereed journal (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of research outputs submitted or approved for IP protection (15%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of research outputs presented (15%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished

CRITERIA	RATING	QUALITATIVE DESCRIPTION
<b>MFO 4: EXTENSION (100%)</b>		
No. of persons trained weighted by the number of days (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99 % of targets accomplished
	1	50% and below of targets accomplished
No. of persons provided with advisory services (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of trainees/clients who rate services rendered as good or better (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
No. of persons given advisory services who rated timeliness of service delivery as good or better (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished
EC materials (brochures, leaflets, flyers, production guide, broadcast, poster, modules, primers, bulletins) (20%)	5	130% and above of targets accomplished
	4	115% to 129% of targets accomplished
	3	100% to 114% of targets accomplished
	2	51% to 99% of targets accomplished
	1	50% and below of targets accomplished

## 2. Governance and Management (20%)

- a. Timeliness and Quality of compliance of requirements and submission of reports

RATING	QUALITATIVE DESCRIPTION
5	Reports/requirements are submitted/complied 2 days before deadline.
4	Reports/requirements are submitted/complied 1 day before deadline.
3	Reports/requirements are submitted/complied during the set deadline.
2	Reports/requirements are submitted/complied 1 day after the deadline.
1	Reports/requirements are submitted/complied 2 days after the deadline.

- b. Professional development activities

RATING	QUALITATIVE DESCRIPTION
5	130% and above of targets accomplished
4	115% to 129% of targets accomplished
3	100% to 114% of targets accomplished
2	51% to 99% of targets accomplished
1	50% and below of targets accomplished

## 3. Others (10%)

- a. Attendance to Major University Activities (5%)

RATING	QUALITATIVE DESCRIPTION
5	91%-100% employee attendance to University activities
4	81%-90% employee attendance to University activities
3	71%-80% employee attendance to University activities



2	61%-70% employee attendance to University activities
1	60% and below employee attendance to University activities

b. Attendance to REXECOM meetings (5%)

RATING	QUALITATIVE DESCRIPTION
5	81% to 100% attendance of REXECOM members in REXECOM meetings
4	61% to 80% attendance of REXECOM members in REXECOM meetings
3	41% to 50% attendance of REXECOM members in REXECOM meetings
2	21% to 40% attendance of REXECOM members in REXECOM meetings
1	20% and below attendance of REXECOM members in REXECOM meetings

**4. Tie-breaker**

Awards or Commercialized Technologies or Resources Generated (5%)

**C. SUPPORT TO OPERATIONS (STO)**

Item	Criteria/Particulars	Percentage Distribution																																				
1.	DPCR	30%																																				
2.	ROI or Total Net Income/Clientele satisfaction	30%																																				
3.	Governance and Management 3.a.1. Cluster A (DU Not Under Project) <table border="1" data-bbox="370 1088 1156 1430"> <tr> <td>Delivery Unit</td> <td colspan="2">Timeliness of Submission of Periodic Report/s (20%)</td> </tr> <tr> <td>OVPAA</td> <td></td> <td></td> </tr> <tr> <td>ICT</td> <td></td> <td></td> </tr> <tr> <td>CCA</td> <td></td> <td></td> </tr> <tr> <td>ILC</td> <td></td> <td></td> </tr> <tr> <td>OUR</td> <td></td> <td></td> </tr> <tr> <td>OSS</td> <td></td> <td></td> </tr> <tr> <td>UHS</td> <td></td> <td></td> </tr> <tr> <td>ULIS</td> <td></td> <td></td> </tr> </table> 3.b. Cluster B (DUs under Agribased and Non-Agribased Projects) <table border="1" data-bbox="370 1464 1156 1693"> <tr> <td>Delivery Unit</td> <td>Timeliness of Submission of Periodic Report/s (10%)</td> <td>Ageing of Accounts Receivable/s (10%)</td> </tr> <tr> <td>Agribased Projects</td> <td></td> <td></td> </tr> <tr> <td>Non-agribased Projects</td> <td></td> <td></td> </tr> </table>	Delivery Unit	Timeliness of Submission of Periodic Report/s (20%)		OVPAA			ICT			CCA			ILC			OUR			OSS			UHS			ULIS			Delivery Unit	Timeliness of Submission of Periodic Report/s (10%)	Ageing of Accounts Receivable/s (10%)	Agribased Projects			Non-agribased Projects			20%
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4.	Best Practice -Any of the following: 4.a. New Product Line/s (Agribased Projects/Non-Agribased Projects) 4.b. Improved/Program/s/Process/es/Policy/ies introduced or implemented	10%																																				
5.	Attendance to University Programs (Charter Day Celebration, Foundation Day, CSC Celebration, University Christmas Program)	10%																																				

Clustering is based on the nature of the unit/office. Cluster A shall include units that provide support to the Academic sector and other operations while Cluster B shall include units under income generating projects.

**Detailed Criteria in Rating the Delivery Units under STO**

**1. DPCR/OPCR (30%)**

Rating in the DPCR is equivalent to the points earned to be multiplied to the equivalent percentage.

## 2. ROI or Total Net Income/Cientele satisfaction (30%)

2.1. ROI or Total Net Income/ Cientele satisfaction–ROI (Applicable to Cluster B Delivery Units) is the **return of investment on a yearly** basis and the Total Net Income is the Gross Sales less expenses including imputed cost.

Rating	QUALITATIVE DESCRIPTION
5	16% and above ROI
4	11%-15% ROI
3	10% ROI
2	5%-9% ROI
1	4% and below ROI

2.2. Cientele Satisfaction (Applicable to Cluster A Delivery Units) Cientele satisfaction (Applicable to Cluster A Delivery Units) on the otherhand will be the **actual rating** based on the result of evaluation conducted to stakeholders once in a year during enrollment period at the tertiary level.

Rating	QUALITATIVE DESCRIPTION
5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Fair
1	Poor

## 3. Governance and Management (20%)

3.1. Timeliness of Submission of Periodic Report/s (All DUs) - This includes quarterly reports, midyear reports, annual reports, operational plan, PPMP, DPCR/IPCR)

Rating	QUALITATIVE DESCRIPTION
5	Submission two (2) days before the deadline
4	Submission one (1) day before the deadline
3	Submission on the deadline
2	1-2 days delayed submission
1	More than 2 days delayed submission

3.2. Ageing of Accounts Receivable/s (Applicable to Cluster B Delivery Units)

Rating	QUALITATIVE DESCRIPTION
5	Collection of Accounts Receivable/s within the month
4	Collection of Accounts Receivable/s within the immediately succeeding month
3	Collection of Accounts Receivable/s within the immediately third succeeding month
2	Collection of Accounts Receivable/s within the immediately fourth succeeding month
1	Collection of Accounts Receivable/s more than four months after the date of Charge Invoice

## 4. Best Practice (10%)– shall include any of the following:

4.1. New Product Line/s (Agribased Projects and Non-Agribased Projects)

Rating	QUALITATIVE DESCRIPTION
5	Three (3) product lines marketed
4	Two (2) product lines marketed
3	One (1) new product line marketed
2	Approval of written proposal of the new product line/s
1	There is a written proposal of a new product line/s

4.2. Improved Program/s/Process/es/Policy/ies introduced or implemented – This will include improved program/s/process/es/policy/ies introduced or implemented before until

the present rating period for FY 2015 since this is the only rating period that this is included as criteria.

Rating	QUALITATIVE DESCRIPTION
5	Improved Program/s/Process/es/Policy/ies is/are fully introduced/implemented
4	Improved Program/s/Process/es/Policy/ies is/ are almost fully introduced/implemented
3	Initial introduction/implementation of improved Program/s/Process/es/Policy/ies
2	Approval of written proposal/plan of improved Program/s/Process/es/Policy/ies
1	There is a written proposal/plan of improved Program/s/Process/es/Policy/ies

5. **Attendance to University Programs** – These programs are Charter Day Celebration, Foundation Day, CSC Celebration and University Christmas Program.

RATING	QUALITATIVE DESCRIPTION
5	91%-100% employee attendance to University activities
4	81%-90% employee attendance to University activities
3	71%-80% employee attendance to University activities
2	61%-70% employee attendance to University activities
1	60% and below employee attendance to University activities

**Criteria in Ranking Individuals under STO**

The IPCR/DPCR rating shall be the basis of ranking the individuals under the STO.

**D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (MFO 6)**

CRITERIA/ Particulars	Percentage Distribution
1. DPCR	40%
2. Submission of Reports (Quarterly Accomplishment Report, Operational Plan, Office Target Setting & Office Accomplishments (DPCR/OPCR), PPMP	
2.a. Quality	40%
2.b. Timeliness	20%
TOTAL	100%

**Detailed Criteria in Rating the Delivery Units under GASS**

**1. DPCR/OPCR (40%)**

Rating in the DPCR is equivalent to the points earned to be multiplied to the equivalent percentage.

**2. Submission of Reports  
2.a. Quality (40%)**

Required Reports: For Last Quarter Report (LQR), and DPCR/OPCR:

- 2.a.1. Relevance
- 2.a.2. Accuracy

For PPMP: Correct Format

RATING	QUALITATIVE DESCRIPTION
5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Unsatisfactory
1	Poor

Average Rating of Quality of Reports =  $\frac{LQR + DPCR/OPCR + PPMP}{3}$

**2.b. Timeliness (20%)**


RATING	QUALITATIVE DESCRIPTION
5	3 reports/requirements are submitted /complied on time
4	2 reports/requirements are submitted/complied on time
3	1 report/requirement is submitted /complied on time
2	3 reports/requirements are submitted /complied 3 days delayed
1	3 reports/requirements are submitted /complied more than 3 days delayed

**CRITERIA IN RANKING INDIVIDUALS IN ALL SECTORS**

The IPCR/DPCR rating shall be the basis of ranking the individuals. The detailed criteria and basis of ranking individuals identified by the sectors shall be considered/ “factored-in” in the IPCRs and DPCRs as agreed upon by the heads of offices and delivery units under each sector. A separate form duly certified by the head of office and/or the HRMO, whichever is applicable, shall be prepared to objectively assess the individuals’ compliance in the submission of required documents and support to the University policies and activities, and which shall form part of the IPCRs/DPCRs.

The submission of identified required documents shall be monitored by the office where said reports are submitted. The attendance to University Programs shall be monitored by the HRMO, and the wearing of IDs shall be monitored by the respective Heads of Offices.

**The approved guidelines/mechanics in ranking delivery units and individuals shall be the basis in the PBB Form 1.0 for the grant of Performance-Based Bonus (PBB) FY 2015.**

  
**MATIAS C. ANGIWAN, JR.**  
 Chief Administrative Officer  
 (Head of HR)  
 Date: 30 October 2015

  
**BEN D. LADILAD**  
 President  
 (Agency Head)  
 Date: \_\_\_\_\_