

Form 1.0

REPORT ON RANKING OF BUREAU/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS/EMPLOYEES

ANNEX 11

Department/Agency: **BENGUET STATE UNIVERSITY**

1.0 Summary of information required

1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units: **30**1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved atleast 90% of performance targets: **30**1.3 Total No. of Filled Position as of December 31, 2014: **743**1.4 Total No. of Officials and Employees Entitled to PBB: **734**

1.5 Has achieved at least 90% of each one of the FY 2014 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets?

YES _____, the following ranking distribution applies

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

NO ✓, the following ranking distribution applies

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

1.6 Total Amount Required for Payment of PBB: **PhP 8,248,500.00**

BEN D. LADLAD
 SUC President IV

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS

Department/Agency: **BENGUET STATE UNIVERSITY**

(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 6.1 or Section 6.2)

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB	
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE			
				SALARY GRADE	NO. OF EMPLOYEES		
2.1 Top 10% (Best)	University President (Agency Head)			30	1	35,000.00	
	MFO 1 & 2 <u>Advanced and Higher Education Services:</u>	132.34%					
	Delivery Unit 1: COLLEGE OF TEACHER EDUCATION		Best Performer (Top 20%)	28	1	35,000.00	
				27	1	35,000.00	
				24	1	35,000.00	
				22	1	35,000.00	
				16	2	70,000.00	
				15	2	70,000.00	
				13	2	70,000.00	
				12	5	175,000.00	
			Better Performer (next 35%)	19	1	20,000.00	
				18	1	20,000.00	
				16	1	20,000.00	
				15	3	60,000.00	
				12	20	400,000.00	
			Good Performer (next 45%)	24	1	10,000.00	
				23	1	10,000.00	
				22	3	30,000.00	
				19	1	10,000.00	
		17	1	10,000.00			
		15	3	30,000.00			

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
				14	3	30,000.00
				13	1	10,000.00
				12	19	190,000.00
			Sub-total (CTE)		74	1,375,000.00
			Poor Performer			
	MFO 3 & 4 Research and Extension: Delivery Unit 1: HORTICULTURE RESEARCH AND INSTITUTE	109.14%				
			Best Performer (Top 20%)	29	1	35,000.00
				26	1	35,000.00
				25	1	35,000.00
				24	1	35,000.00
				19	1	35,000.00
				12	1	35,000.00
				6	2	70,000.00
				1	1	35,000.00
			Better Performer (next 35%)	23	1	20,000.00
				19	1	20,000.00
				17	1	20,000.00
				13	1	20,000.00
				9	1	20,000.00
				7	1	20,000.00
				4	7	140,000.00
				3	1	20,000.00
				1	2	40,000.00
			Good Performer (next 45%)	27	1	10,000.00
				26	1	10,000.00
				23	1	10,000.00

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES		AMOUNT OF PBB	
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE		NO. OF EMPLOYEES
				19	1	10,000.00
				15	1	10,000.00
				13	2	20,000.00
				9	1	10,000.00
				8	1	10,000.00
				6	2	20,000.00
				4	6	60,000.00
				1	3	30,000.00
				Sub-total (HORTI)	45	835,000.00
				Poor Performer		
	GASS & STO: Delivery Unit 1: ADMINISTRATIVE SUPPORT SERVICES	GASS = 103.33%	Best Performer (Top 20%)	24	1	35,000.00
				22	2	70,000.00
				18	1	35,000.00
				8	1	35,000.00
				4	2	70,000.00
			Better Performer (next 35%)	22	2	40,000.00
				18	1	20,000.00
				13	1	20,000.00
				12	1	20,000.00
				11	2	40,000.00
				8	2	40,000.00
				6	1	20,000.00
				4	1	20,000.00
				3	1	20,000.00
				Good Performer (next 45%)	16	1
		14	2	20,000.00		
		10	1	10,000.00		



Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
				9	1	10,000.00
				8	1	10,000.00
				6	1	10,000.00
				4	4	40,000.00
				3	3	30,000.00
			Sub-total (ASS)		33	625,000.00
			Poor Performer			
			TOTAL BEST		153	2,870,000.00
2.2 Next 25%	MFO 1 & 2: Delivery Unit 1: COLLEGE OF ARTS AND SCIENCES		Best Performer (Top 15%)	28	1	25,000.00
				26	1	25,000.00
				24	1	25,000.00
				22	1	25,000.00
				16	1	25,000.00
				12	9	225,000.00
			Better Performer (next 30%)	28	1	13,500.00
				27	1	13,500.00
				24	1	13,500.00
				23	1	13,500.00
				22	1	13,500.00
				20	1	13,500.00
				19	1	13,500.00
				18	1	13,500.00
				15	1	13,500.00
				14	1	13,500.00
				13	1	13,500.00
				12	18	243,000.00

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (In %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
	Delivery Unit 2: COLLEGE OF AGRICULTURE		Good Performer (next 55%)	25	3	21,000.00
				22	3	21,000.00
				21	1	7,000.00
				20	1	7,000.00
				17	1	7,000.00
				16	1	7,000.00
				15	2	14,000.00
				14	2	14,000.00
				12	38	266,000.00
			Sub-total (CAS)		95	1,105,500.00
			Poor Performer			
			Best Performer (Top 15%)	30	1	25,000.00
				28	2	50,000.00
				26	2	50,000.00
				23	1	25,000.00
				12	3	75,000.00
			Better Performer (next 30%)	29	2	27,000.00
				28	1	13,500.00
				25	1	13,500.00
				21	1	13,500.00
				20	1	13,500.00
				19	2	27,000.00
				14	1	13,500.00
				13	2	27,000.00
				12	7	94,500.00
			Good Performer (next 55%)	29	3	21,000.00
				26	1	7,000.00
	25	2	14,000.00			

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES		AMOUNT OF PBB	
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE		NO. OF EMPLOYEES
				24	1	7,000.00
				23	1	7,000.00
				21	4	28,000.00
				20	1	7,000.00
				19	1	7,000.00
				18	2	14,000.00
				17	2	14,000.00
				13	1	7,000.00
				12	14	98,000.00
				Sub-total (CA)	60	699,000.00
				Poor Performer		
	Delivery Unit 3: COLLEGE OF HOME ECONOMICS AND TECHNOLOGY		Best Performer (Top 15%)	19	1	25,000.00
				12	1	25,000.00
			Better Performer (next 30%)	12	5	67,500.00
			Good Performer (next 55%)	29	1	7,000.00
				21	1	7,000.00
				16	1	7,000.00
				12	6	42,000.00
				Sub-total (CHET)	16	180,500.00
		Poor Performer				
	MFO 3 & 4: Delivery Unit 1: NPRCRTC		Best Performer (Top 15%)	22	1	25,000.00
				19	1	25,000.00
				13	2	50,000.00
Better Performer (next 30%)			19	1	13,500.00	
			13	1	13,500.00	

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB			
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE					
				SALARY GRADE	NO. OF EMPLOYEES				
				6	1	13,500.00			
				4	3	40,500.00			
				3	1	13,500.00			
				1	1	13,500.00			
			Good Performer (next 55%)	24	1	7,000.00			
				19	2	14,000.00			
				16	1	7,000.00			
				13	1	7,000.00			
				8	1	7,000.00			
				6	1	7,000.00			
				4	2	14,000.00			
				3	5	35,000.00			
				1	1	7,000.00			
			Sub-total (NPRCRTC)		27	313,000.00			
			Poor Performer						
			GASS & STO: Delivery Unit 1: OFFICE OF THE UNIVERSITY REGISTRAR	STO = 100%		Best Performer (Top 15%)	22	1	25,000.00
	Better Performer (next 30%)	11	1			13,500.00			
		6	1			13,500.00			
	Good Performer (next 55%)	15	1			7,000.00			
		6	1			7,000.00			
		4	3			21,000.00			
Sub-total (OUR)		8	87,000.00						
Poor Performer									
Delivery Unit 2: FINANCE			Best Performer (Top 15%)	24	1	25,000.00			

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
	SUPPORT SERVICES			22	1	25,000.00
				18	1	25,000.00
			Better Performer (next 30%)	16	2	27,000.00
				12	1	13,500.00
				10	1	13,500.00
				8	2	27,000.00
			Good Performer (next 55%)	22	1	7,000.00
				19	1	7,000.00
				18	1	7,000.00
				8	3	21,000.00
				6	3	21,000.00
				1	2	14,000.00
			Sub-total (FSS)		20	233,000.00
	Poor Performer					
	Delivery Unit 3: SECURITY SERVICES		Best Performer (Top 15%)	11	1	25,000.00
			Better Performer (next 30%)	5	2	27,000.00
			Good Performer (next 55%)	5	4	28,000.00
				2	1	7,000.00
			Sub-total (SS)		8	87,000.00
	Poor Performer					
	Delivery Unit 4: GENERAL SERVICES OFFICE		Best Performer (Top 10%)	10	1	25,000.00
				6	1	25,000.00
			5	1	25,000.00	
			1	1	25,000.00	
Better Performer (next 25%)			9	1	13,500.00	

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
				8	1	13,500.00
				5	4	54,000.00
				3	2	27,000.00
				1	1	13,500.00
			Good Performer (next 65%)	6	2	14,000.00
				5	3	21,000.00
				4	2	14,000.00
				3	5	35,000.00
				2	1	7,000.00
				1	3	21,000.00
			Sub-total (GSO)		29	333,500.00
			Poor Performer			
			TOTAL BETTER		263	3,038,500.00
2.3 Next 65%	MFO 1 & 2: Delivery Unit 1: COLLEGE OF NURSING		Best Performer (Top 10%)	20	1	15,000.00
				12	1	15,000.00
			Better Performer (next 25%)	12	4	40,000.00
			Good Performer (next 65%)	15	1	5,000.00
				12	8	40,000.00
			Sub-total (CN)		15	115,000.00
	Poor Performer					
	Delivery Unit 2: COLLEGE OF FORESTRY		Best Performer (Top 10%)	15	1	15,000.00
Better Performer (next 25%)			17	1	10,000.00	
		16	1	10,000.00		

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
				15	1	10,000.00
			Good Performer (next 65%)	21	1	5,000.00
				16	2	10,000.00
				15	2	10,000.00
				12	2	10,000.00
			Sub-total (CF)		11	80,000.00
			Poor Performer			
	Delivery Unit 3: COLLEGE OF VETERINARY MEDICINE		Best Performer (Top 10%)	12	1	15,000.00
			Better Performer (next 25%)	16	1	10,000.00
				12	2	20,000.00
			Good Performer (next 65%)	23	1	5,000.00
				21	1	5,000.00
				18	2	10,000.00
				16	1	5,000.00
				12	3	15,000.00
	Sub-total (CVM)		12	85,000.00		
	Poor Performer					
	Delivery Unit 4: COLLEGE OF ENGINEERING AND APPLIED TECHNOLOGY		Best Performer (Top 10%)	17	1	15,000.00
			Better Performer (next 25%)	15	1	10,000.00
				13	1	10,000.00
			12	1	10,000.00	
Good Performer (next 65%)			21	2	10,000.00	
			15	1	5,000.00	
			12	3	15,000.00	
Sub-total (CEAT)				10	75,000.00	

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
			Poor Performer			
	Delivery Unit 5: INSTITUTE OF HUMAN KINETICS		Best Performer (Top 10%)	14	1	15,000.00
			Better Performer (next 25%)	12	2	20,000.00
			Good Performer (next 65%)	21	1	5,000.00
				15	1	5,000.00
				13	1	5,000.00
				12	3	15,000.00
			Sub-total (IHK)		9	65,000.00
		Poor Performer				
	Delivery Unit 6: INSTITUTE OF PUBLIC ADMINISTRATION		Best Performer (Top 10%)	12	1	15,000.00
			Better Performer (next 25%)	12	1	10,000.00
			Good Performer (next 65%)	23	1	5,000.00
			Sub-total (IPA)		3	30,000.00
		Poor Performer				
	Delivery Unit 7: BOKOD HES		Best Performer (Top 10%)	18	2	30,000.00
				14	1	15,000.00
			Better Performer (next 25%)	19	1	10,000.00
				18	2	20,000.00
				16	1	10,000.00
				14	3	30,000.00
			13	1	10,000.00	
Good Performer (next 65%)			18	3	15,000.00	
			16	1	5,000.00	

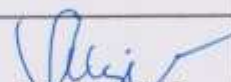
Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
				14	1	5,000.00
				13	6	30,000.00
				12	5	25,000.00
				11	5	25,000.00
			Sub-total (BOKOD)		32	230,000.00
			Poor Performer			
	Delivery Unit 8: BUGUIAS HES		Best Performer (Top 10%)	18	1	15,000.00
				16	2	30,000.00
				11	2	30,000.00
			Better Performer (next 25%)	16	1	10,000.00
				13	7	70,000.00
				12	1	10,000.00
				11	2	20,000.00
			Good Performer (next 65%)	18	5	25,000.00
				13	12	60,000.00
				12	1	5,000.00
				11	11	55,000.00
	Sub-total (BUGUIAS)		45	330,000.00		
	Poor Performer					
	MFO 3 & 4: Delivery Unit 1: IHFSa		Best Performer (Top 10%)	8	1	15,000.00
				6	1	15,000.00
			Better Performer (next 25%)	4	5	50,000.00
Good Performer (next 65%)			19	1	5,000.00	
			9	1	5,000.00	
	8	1	5,000.00			
		4	9	45,000.00		

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
			Sub-total (IHFA)		19	140,000.00
			Poor Performer			
	GASS & STO: Delivery Unit 1: UNIVERSITY HEALTH SERVICES		Best Performer (Top 15%)	18	1	15,000.00
			Better Performer (next 30%)	21	1	10,000.00
				4	1	10,000.00
			Good Performer (next 55%)	20	1	5,000.00
				17	1	5,000.00
				15	1	5,000.00
			Sub-total (UHS)		6	50,000.00
			Poor Performer			
	Delivery Unit 2: OFFICE OF THE STUDENT AFFAIRS		Best Performer (Top 10%)	11	1	15,000.00
			Better Performer (next 25%)	14	1	10,000.00
				11	2	20,000.00
			Good Performer (next 65%)	11	5	25,000.00
				9	1	5,000.00
				4	1	5,000.00
			Sub-total (OSS)		11	80,000.00
			Poor Performer			
	Delivery Unit 3: UNIVERSITY LIBRARY AND INFORMATION		Best Performer (Top 10%)	15	1	15,000.00
			Better Performer (next 25%)	15	1	10,000.00
				13	1	10,000.00
				6	1	10,000.00

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
	SERVICES					
			Good Performer (next 65%)	18	1	5,000.00
				15	4	20,000.00
				13	2	10,000.00
			Sub-total (ULIS)		11	80,000.00
			Poor Performer			
	Delivery Unit 4: ICT SERVICES		Best Performer (Top 10%)	19	1	15,000.00
			Better Performer (next 25%)	12	1	10,000.00
			Good Performer (next 65%)	11	3	15,000.00
			Sub-total (ICT)		5	40,000.00
		Poor Performer				
	Delivery Unit 5: OFFICE OF THE PRESIDENT		Best Performer (Top 10%)	24	1	15,000.00
				10	1	15,000.00
			Better Performer (next 25%)	23	1	10,000.00
				22	2	20,000.00
				18	1	10,000.00
				8	1	10,000.00
				6	1	10,000.00
			Good Performer (next 65%)	22	1	5,000.00
				18	2	10,000.00
				17	1	5,000.00
				16	1	5,000.00
			15	5	25,000.00	
	8	1	5,000.00			
	6	1	5,000.00			
	4	3	15,000.00			

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES		AMOUNT OF PBB	
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE		NO. OF EMPLOYEES
				1	1	5,000.00
			Sub-total (OP)		24	170,000.00
			Poor Performer			
	Delivery Unit 6: MOTORPOOL AND TRANSPORTATION SERVICES		Best Performer (Top 10%)	6	1	15,000.00
			Better Performer (next 25%)	6	3	30,000.00
			Good Performer (next 65%)	6	3	15,000.00
				4	1	5,000.00
				3	3	15,000.00
			Sub-total (MTS)		11	80,000.00
			Poor Performer			
	Delivery Unit 7: ACADEMIC SUPPORT STAFF		Best Performer (Top 10%)	14	1	15,000.00
				8	1	15,000.00
				6	1	15,000.00
				2	1	15,000.00
			Better Performer (next 25%)	6	5	50,000.00
				4	3	30,000.00
				2	1	10,000.00
				1	1	10,000.00
			Good Performer (next 65%)	16	1	5,000.00
				10	1	5,000.00
				6	7	35,000.00
			4	3	15,000.00	
			3	6	30,000.00	
			1	7	35,000.00	
Sub-total (ACAD)				39	285,000.00	
Poor Performer						

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
	Delivery Unit 8: PRODUCTION SUPPORT SERVICES		Best Performer (Top 10%)	27	1	15,000.00
				3	1	15,000.00
			Better Performer (next 25%)	15	1	10,000.00
				5	1	10,000.00
				4	1	10,000.00
				3	1	10,000.00
			Good Performer (next 65%)	19	1	5,000.00
				5	1	5,000.00
				4	2	10,000.00
				3	4	20,000.00
				2	2	10,000.00
			Sub-total (PSS)		16	120,000.00
			Poor Performer			
	Delivery Unit 9: BOKOD CAMPUS- GASS		Best Performer (Top 10%)	15	2	30,000.00
			Better Performer (next 25%)	13	1	10,000.00
				10	2	20,000.00
				9	1	10,000.00
			Good Performer (next 65%)	4	1	5,000.00
				3	3	15,000.00
				2	2	10,000.00
				1	4	20,000.00
			Sub-total (Bokod-GASS)		16	120,000.00
			Poor Performer			
	Delivery Unit 10: BUGUIAS		Best Performer (Top 10%)	15	1	15,000.00
			3	1	15,000.00	

Ranking	Name of Bureaus/ Offices/ Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES			AMOUNT OF PBB
			RANKING	NUMBER OF EMPLOYEES BY SALARY GRADE		
				SALARY GRADE	NO. OF EMPLOYEES	
	CAMPUS- GASS					
			Better Performer (next 25%)	15	1	10,000.00
				13	1	10,000.00
				3	1	10,000.00
				2	1	10,000.00
				1	2	20,000.00
			Good Performer (next 65%)	13	3	15,000.00
				12	1	5,000.00
				10	2	10,000.00
				4	2	10,000.00
				3	3	15,000.00
				2	3	15,000.00
				1	1	5,000.00
			Sub-total (Buguias-GASS)		23	165,000.00
			Poor Performer			
			TOTAL GOOD		318	2,340,000.00
			GRAND TOTAL		734	8,248,500.00
2.4 Did not meet 90% of targets (NO PBB)	Delivery Unit 1:					
	Delivery Unit 2:					
			TOTAL POOR			
<p>Reminder: Please attach a description of the criteria and process used in rating the performance and ranking of the employees within a bureau/office/attached agency/delivery unit.</p> <p>Date Originally Submitted: January 30, 2015</p>						
						 BEN D. LADILAD SJC President IV Department Agency Head



GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014

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

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

Major Final Outputs		Delivery Units	
1 & 2	Higher Education Services	1	College of Agriculture
		2	College of Arts and Sciences
	Advanced and Higher Education Services	3	College of Engineering and Applied Technology
		4	College of Forestry
		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
		11	Bokod Campus
		12	Buguias Campus
3 & 4	Research Services	1	Horticulture Research and Training Institute (HORTI)
		2	Institute of Highland Farming Systems and Agroforestry (IHSA)
	Extension Services	3	Northern Philippines Rootcrop Research and Training Center (NPRCRTC)
5	Support to Operations: Auxiliary Services	1	ICT Services
		2	Office of the Student Services
		3	Office of the University Registrar
		4	University Health Services
		5	University Library and Information Services
6	General Administration and Support Services	1	Academic Support Staff
		2	Administrative Support Services
		3	Finance Support Services
		4	General Services Office
		5	Motorpool and Transportation Services
		6	Office of the President
		7	Security Services
		8	Production Services
		9	Bokod Campus- GASS
		10	Buguias Campus- GASS
Total Delivery Units			30

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

The Academic sector chose the Major Final Outputs (MFOs) generally used in Ranking in the University Level. In expediting the ranking process for the Colleges and Institutes, nine (9) criteria as defined based on implementation descriptions were identified, namely: 1) *Timeliness*; 2) *Percentage Passing Rate/ Program*; 3) *Percent of Accredited Programs*; 4) *Awards and Recognition Distinctions*; 5) *Percent of Faculty Involved in Research*; 6) *Publication in Refereed Journals*; 7) *Percent of Faculty Involved in Extension*; 8) *Networking and Linkages*; and, 9) *Liquidation of Cash Advances*.

Timeliness puts premium on the percentage rate of enrollees while focusing on those who graduated on time prescriptive of their degree program.

As to Percentage Passing Rate per Program, points stretched between 1 and 5 shall be dependent on the percent difference between the program's actual rate and the national passing rate. Percentage distributions with their equivalent points are as follows: 5% (1 point); 6-10% (2 points); 11-15% (3 points); 16-20% (4 points); and 21%+ (5 points).

On the Percent of Accredited Programs, points shall be determined based on the program's accreditation status within the range of assessment; specifically assigning five (5) points for every upgraded accreditation level and three (3) points for those sustained. Levels are guided as follows: a) Level I Accredited; b) Level II Accredited; c) Level III Qualified; d) Level III Re- Accredited; and, e) Level IV Qualified.

Awards and Recognition Distinctions among Faculty Members, Students, and Units are categorized into: a) Institutional; b) Local; c) Regional/ National; and, d) International. Based on the weight, one (1), two (2), three (3), and five (5) points are accorded respectively.

Research and Extension Areas invest on the number of outputs/ projects/ activities conducted during the range with reference to impact/ significant effect and weight of implementation; this is in consonance with Networking and Linkages. Meanwhile, Liquidation of Cash Advances underscores timeliness of liquidation.

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

There are three (3) delivery units identified under R & E, these are: Horticulture, NPRCRTC, and IFHSA.

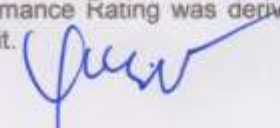
Researches are rated based on the following specifications all categorized into Regional/ Local, National, and International with equivalent point values of two (2), three (3), and five (5) respectively: 1) Number of proposals (studies) packaged and submitted; 2) Number of proposals approved or implemented; 3) Percentage of research outputs published/ submitted in a recognized refereed journal/ and other forms or submitted for IP protection; and, 4) Number of outputs presented.

Extension services rendered on the other hand are rated anchored on the following criteria which emphasize number of participants and descriptive evaluations acquired, to wit: 1) Number of persons trained; 2) Percentage of trainees/ clients who rate services rendered as good or better; and, 3) percentage of persons given training or advisory services who rate timeliness of service delivery as good or better.

Other sources which define the ratings cover the liquidation of cash advances.

C. SUPPORT TO OPERATIONS: AUXILIARY SERVICES

The identified delivery units under Auxiliary Support Services were forced ranked based on the following criteria with its percentage equivalents: Individual Performance Commitment and Review (IPCR) Rating (65 %); Performance Evaluation System (PES) Rating (30 %); and, Timeliness of Liquidation (5 %). The Performance Rating was derived from the weighted mean of eligible employees under the delivery unit.




RANKING OF DELIVERY UNITS UNDER STO


Unit	IPCR Rating (65 %)	PES Rating (30 %)	Liquidation of cash advances (5 %)
1. <i>Information and Communication Technology (ICT)</i>			
2. <i>Office of the Student Services (OSS)</i>			
3. <i>Office of the University Registrar (OUR)</i>			
4. <i>University Library and Information Services (ULIS)</i>			
5. <i>University Health Services (UHS)</i>			

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (MFO 6)

The office performance rating of each delivery unit under GASS was based on the average rating of the divisions/units grouped in a cluster or average rating of individual employees in the unit.

Unit	Division/Cluster	Basis of Rating
1. <i>Academic Support Staff</i>	All academic support personnel	Average rating of all individual in the unit
2. <i>Administrative Support Services</i>	Administrative Services Division (ASD), Land Reservation Office (LRO), Office of the Vice President for Administration	Average rating of ASD and LRO DPCRs
3. <i>Finance Support Services</i>	Finance Services Division (FSD)	Rating of the FSD DPCR
4. <i>General Services Office (GSO)</i>	Repair & Maintenance, Landscaping, and Janitorial Services	Rating of the GSO DPCR
5. <i>Motorpool and Transportation Services (MTS)</i>	MTS	Rating of the MTS DPCR
6. <i>Office of the President (OP)</i>	Office of the Board Secretary, OP Staff, Legal Office, Internal Audit Services, Planning and Development Office, University Public Affairs Office	Average rating of all DPCRs under Office of the President
7. <i>Security Services</i>	Security Officers/Guards	Security Services DPCR
8. <i>Production Services</i>	University Business Affairs (UBA)/Income Generating Projects	Average Rating of all DPCRs under UBA
9. <i>Bokod Campus- GASS</i>	Bokod Campus non-teaching personnel	DPCR rating of the Head of non-teaching personnel
10. <i>Buguias Campus- GASS</i>	Buguias Campus non-teaching personnel	DPCR rating of the Head of non-teaching personnel


MATIAS C. ANGWAN, JR.
 Chief Administrative Officer
 (Head of HR)


BEN D. LADILAD
 President
 (Agency Head)

Date: _____

Date: _____

