



GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

The Performance Management Team (PMT) consisting of senior officials that directly oversee and observe the performance of offices or delivery units was tasked by the Head of Agency to establish the guidelines/mechanics in ranking delivery units as basis in the force ranking of the different delivery units of the University for the Performance-Based Bonus (PBB) FY 2019.

To facilitate the ranking of delivery units, the different offices were clustered based on similarities of functions and responsibilities as per Sector and/or Operations identified.

- A. **COLLEGES/INSTITUTES/CAMPUSES** under the Advance and Higher Education Services
- B. **SERVICES** under Research and Extension
- C. **AUXILIARY SERVICES** under Support to Operations
- D. **OFFICES** under General Administration and Support Services

The different delivery units per Sector and/or Operation are indicated in the table below.

Sector/ Operation	Delivery Units (DUs)	
Advance and Higher Education Services	1	College of Agriculture (CA)
	2	College of Arts and Sciences (CAS)
	3	College of Engineering and Applied Technology (CEAT)
	4	College of Forestry (CF)
	5	College of Home Economics and Technology (CHET)
	6	College of Nursing (CN)
	7	College of Teacher Education (CTE)
	8	College of Veterinary Medicine (CVM)
	9	Institute of Human Kinetics (IHK)
	10	Institute of Information Technology (IIT)
	11	Institute of Public Administration (IPA)
	12	Bokod Campus – HES (BoC-HES)
	13	Buguias Campus – HES (BuC-HES)
Research and Extension	1	Agri-based Technology Business Incubator/Innovation Center (ATBI/IC)
	2	Cordillera Organic Agriculture Research and Development Center (COARDC)
	3	Cordillera Regional Apiculture Center (CRAC)
	4	Climate-Smart Agriculture Center (CSAC)
	5	Food Science Research and Innovation Center (FSRIC)
	6	Higher Education Regional Research Center (HERRC)
	7	Horticulture Research and Training Institute (HORTI)
	8	Institute of Highland Farming Systems and Agroforestry (IHfSA)
	9	Intellectual Property Rights Office (IPRO)
	10	Institute of Social Research and Development (ISRD)
	11	Northern Philippines Root Crops Research and Training Center (NPRCRTC)
	12	Office of Extension Services (OES)
	13	Office of Research Services (ORS)
	14	Office of the Vice President for Research and Extension (OVPRE)
	15	Research and Extension Publication Office (REPO)

Auxiliary Services Support to Operations	1	Information and Communication Technology (ICT) Services
	2	Office of Student Services (OSS)
	3	Office of the University Registrar & Office of the VP for Academic Affairs
General Administration and Support Services	1	Accounting Office
	2	Bokod Campus – GASS
	3	Buguias Campus - GASS
	4	Budget Office
	5	Cashiering Office
	6	Compensation, Benefits and Other Obligations (CBOO)Office
	7	Gender and Development Unit (GAD)
	8	General Services Office (GSO)
	9	Human Resource development Office (HRDO)
	10	Human Resource Management Office (HRMO)
	11	Internal Audit Services (IAS)
	12	International Relations Office (IRO)
	13	Land Reservation Office (LRO)
	14	Legal Office
	15	Motor Pool and Transportation Services (MTS)
	16	Office of Quality Assurance and Accreditation (OQAA)
	17	Office of the Chief Administrative Officer for the Administrative Services Division
	18	Office of the Chief Administrative Officer for Finance Services Division
	19	Office of the President Staff
	20	Office of the Vice President for Administration and Finance (OVPAF)
	21	Office of the Vice President for Business Affairs/ Production Services/ income Generating Projects
	22	Office of the University Board Secretary (OUBS)
	23	Planning Development Office (PDO)
	24	Procurement Management Office (PMO)
	25	Records Management Office (RMO)
	26	Security Services (SS)
	27	Supply and Property Management Office (SPMO)
	28	University Public Affairs Office (UPAO)
	59	Total Delivery Units

CRITERIA IN RANKING AND RATING THE DELIVERY UNITS PER SECTOR AND/OR OPERATIONS

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

A. ADVANCE AND HIGHER EDUCATION SERVICES (AHES)

CRITERIA		RATING	QUALITATIVE DESCRIPTION
1. Timeliness (20%)		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
2. Best Practice (20%)		5	• Please refer to the basis of rating.
		4	
		3	
		2	
		1	
3. Faculty and Staff Development (10%)			
a. Percent of faculty and staff attended relevant seminars or trainings (5%)		5	81% to 100% of the faculty and staff attended relevant seminars or trainings
		4	61% to 80% of the faculty and staff attended relevant seminars or trainings
		3	41% to 60% of the faculty and staff attended relevant seminars or trainings
		2	21% to 40% of the faculty and staff attended relevant seminars or trainings
		1	20% and below of the faculty and staff attended relevant seminars or trainings
b. Percent of faculty completed relevant graduate degree (5%)		5	• Please refer to the basis of rating.
		4	
		3	
		2	
		1	
4. Research Involvement (10%)			
a. Percent of faculty involved in research (5%)		5	• Please refer to the basis of rating.
		4	
		3	
		2	
		1	
b. Research Publications (5%)		5	One (1) completed research published in ISI/ Thomson Reuters/ Scopus Journal; or More than one (1) completed research published in CHED accredited or nationally recognized refereed journal; or Invention patented or commercialized

	4	One (1) completed research published in CHED accredited or nationally recognized refereed journal; or One (1) completed research with on-going refereeing for publication in ISI/ Thomson Reuters/ Scopus Journal; or More than one (1) completed research published in any refereed journal
	3	One (1) completed research published in any refereed journal; or One (1) completed research with on-going refereeing for publication in CHED accredited or nationally recognized journal
	2	One (1) completed research published in non-refereed journal or proceedings; or More than one (1) completed research published in a preprint publishing platform
	1	One (1) completed research published in a preprint publishing platform
5. Percent of Faculty Involvement in Extension (10%)	5	<ul style="list-style-type: none"> Please refer to the basis of rating.
	4	
	3	
	2	
	1	
6. Awards, Recognition & Citation Received by Faculty, Staff & Students (10%)	5	9 and above
	4	7 - 8
	3	5 - 6
	2	3 - 4
	1	2 and below
7. Attendance to University Activities (10%)	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
8. Other Accomplishments (10%)		

Detailed Criteria in Rating the Delivery Units under the Advance and Higher Education

- TIMELINESS** – refers to the percentage rate of graduating enrollees who graduated on time prescriptive of their curricular program every second semester. This is measured using the formula:

Timeliness (undergraduate) =	$\frac{\text{No. of graduates at the end of second semester term}}{\text{No. of graduating enrollees at the start of second semester term}} \times 100$
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- BEST PRACTICE-** This includes one (1) of the following: programs, projects, processes, policies or other related activities contributing to the development of the college/ institute. The best practice can be rated based on the following:
 - Competency appraisal** - Impact can be measured in terms of the percent of licensure or board examination first time takers of the evaluation rating period who surpassed the national passing rate.

RATING	QUALITATIVE DESCRIPTION
5	41% to 50% above national passing rate
4	31% to 40% above national passing rate
3	21% to 30% above national passing rate
2	11% to 20% above national passing rate
1	0% to 10% above national passing rate

- b. **Policy/process/program/activity-** This is measured in terms of stakeholder's satisfaction. This includes faculty-student researches, faculty-extension activities, student exchange programs or projects, activities to improve skills of students, in-service trainings, etc.)

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

Note: Points earned for more than one (1) policy/process/program/activity shall be computed as average rating not to exceed a score of five (5)

- c. **Instructional Material development in teaching**

RATING	SCORE BASED ON THE CRITERIA
5	Manual (with copyright/ ISBN or ISSN), or Products with patents or utility model
4	Instructional Material is fully utilized; or Products' patent or utility model in progress
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)

- d. **Production** – Based on the Return of Investment (ROI) on a yearly basis.

PERCENT ROI (%)	ASSIGNED POINTS
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. FACULTY AND STAFF DEVELOPMENT

- a. **No. of faculty and staff who attended relevant seminars or trainings** - this is rated in terms of the percent of faculty and staff in the college/institute who attended relevant seminars or trainings. This is rated using the following rating:

RATING	QUALITATIVE DESCRIPTION
5	81% to 100% of the faculty and staff attended relevant seminars or trainings
4	61% to 80% of the faculty and staff attended relevant seminars or trainings
3	41% to 60% of the faculty and staff attended relevant seminars or trainings
2	21% to 40% of the faculty and staff attended relevant seminars or trainings
1	20% and below of the faculty and staff attended relevant seminars or trainings

- b. **Percent of faculty completed relevant graduate degree.** This is measured using the formula:

$\% \text{ MA/MS} = \frac{\text{No. of MA/MS graduate}}{\text{No. of faculty members with BA/BS degree}} \times 100$
$\% \text{ PhD/EdD} = \frac{\text{No. of PhD/EdD graduate}}{\text{No. of faculty with MA/MS degree}} \times 100$

$\% \text{ Percent of faculty completed relevant graduate degree} = \frac{\% \text{ MA/MS} + \% \text{ PhD/EdD}}{2} \times 5\%$

Note: Doctoral degrees in their field of specialization should be earned from the national university or top 1,000 universities based on the world ranking or COE/COD status or in program with at least level III accreditation.

4. RESEARCH INVOLVEMENT

- a. **No. of faculty involved in research-** this is rated in terms of the percent of faculty in the college/institute involved in research. This is measured using the formula:

$\% \text{ of faculty involved in research} = \frac{\text{No. of faculty members involved in research}}{\text{Total number of faculty members}} \times 100 \text{ [X 5\%]}$

Note: Researches conducted by the faculty members are registered at the OVPRE

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

RATING	QUALITATIVE DESCRIPTION
5	One (1) completed research published in ISI/ Thomson Reuters/ Scopus Journal; or more than one (1) completed research published in CHED accredited or nationally recognized refereed journal; or Invention patented or commercialized
4	One (1) completed research published in CHED accredited or nationally recognized refereed journal; or One (1) completed research with on-going refereeing for publication in ISI/ Thomson Reuters/ Scopus Journal; or More than one (1) completed research published in any refereed journal

3	One (1) completed research published in any refereed journal; or One (1) completed research with on-going refereeing for publication in CHED accredited or nationally recognized journal
2	One (1) completed research published in non-refereed journal or proceedings; or more than one (1) completed research published in a preprint publishing Platform
1	One (1) completed research published in a preprint publishing platform

5. EXTENSION INVOLVEMENT

No. of faculty involved in extension - this is rated in terms of the percent of faculty involvement in the college/institute. This is measured using the formula:

% of faculty Involved in extension	=	$\frac{\text{No. of faculty members involved in extension}}{\text{Total number of faculty members}} \times 100 \text{ [X 5\%]}$
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6. 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.

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

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

Additional points shall be credited for AACCUP accreditation levels achieved, awarded COE/COD/NUCAF/COPC

CATEGORY	CREDIT
COE/NUCAF/AACCUP Level IV/COPC	1
COD/AACCUP Level III	0.75
AACCUP Level II	0.50
AACCUP Level I	0.25

7. 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:

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. RESEARCH AND EXTENSION (R & E)

Item	Criteria / Particulars	Percentage (%)
1	DPCR	70
2	Submission of Periodic Reports ▪ Timeliness of submission of requirements	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 %

1.1. Detailed criteria in rating the delivery units

a. DPCR (70%)

This shall be equivalent to the final average points earned multiplied to the equivalent percentage.

b. Submission of Periodic Reports (20%)

This will be rated in terms of the timeliness of submission of periodic reports and other required documents such as monthly accomplishment report, operational plan, Project Procurement Plan (PPMP), Office/Department Performance Commitment and Review (O/DPCR), and news articles for submission to Sunstar.

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.

c. Others (10%)

c.1. Attendance to major University activities (5%). This includes Charter Day Celebration, Foundation Day Celebration, and Agency In-House Review except in instances of overlapping activities.

RATING	BASIS FOR GIVING OF POINTS
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

c.2. Attendance to REXECOM meetings (5%)

RATING	BASIS FOR GIVING OF POINTS
5	81 - 100% attendance of REXECOM members in REXECOM meetings
4	61 - 80% attendance of REXECOM members in REXECOM meetings
3	41 - 50% attendance of REXECOM members in REXECOM meetings
2	21 - 40% attendance of REXECOM members in REXECOM meetings
1	20% and below attendance of REXECOM members in REXECOM meetings

d. Tie-breaker

In the event of a tie, the Awards Received / Commercialized Technologies / Resources Generated (5%) will be included in the rating to determine the standing of the delivery unit.

C. SUPPORT TO OPERATIONS (STO)

Item	Criteria/Particulars	Percentage Distribution
1.	DPCR	40%
2.	Client Satisfaction	20%
3.	Submission of Periodic Report	10 %
4.	Best Practice: a. Program(s) or Process(es or Policy(ies) introduced or implemented b. Staff development	20%
5.	Attendance to University Activities (Charter Day Celebration, Foundation Day, CSC Celebration, University Christmas Program)	10%
	TOTAL	100 %

Detailed Criteria in Rating the Auxiliary Services

1. DPCR (40%)

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

2. Clientele Satisfaction (20%)

Clientele Satisfaction 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. Submission of Periodic Reports (10%)

Submission of Periodic Reports – this is rated in terms of the timeliness in submitting reports and other required documents. This includes monthly reports, operational plan, PPMP, and DPCR and 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

4. Best Practice (20%)

This includes one (1) of the following: programs, projects, processes, policies or other related activities contributing to the development or improvement of the delivery of services of the unit or staff development. The best practice can be rated based on the following:

4.1. Program(s) or Process(es) or Policy(ies) introduced or implemented

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

4.2 Staff Development

No. of staff who attended relevant seminars or trainings - this is rated in terms of the percent of staff in the unit who attended relevant seminars or trainings.

RATING	QUALITATIVE DESCRIPTION
5	81% to 100% of the staff attended relevant seminars or trainings
4	61% to 80% of the staff attended relevant seminars or trainings
3	41% to 60% of the staff attended relevant seminars or trainings
2	21% to 40% of the staff attended relevant seminars or trainings
1	20% and below of the staff attended relevant seminars or trainings

5. **Attendance to University Activities (10%)** – 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

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

CRITERIA/ Particulars	Percentage Distribution
1. DPCR/ OPCR	80%
2. Submission of Reports - Timeliness 2.a. PPMP for 2019 2.b. Office Accomplishments – DPCR/ OPCR 2.b.1. January 1 to June 30, 2019 2.b.2. July 1 to December 31, 2019	20%
TOTAL	100%

In case of tie in the Advance and Higher Education Services, Support to Operations and General Administration and Support Services, the Performance Management Team will decide.

The approved guidelines/mechanics in ranking delivery units shall be the basis in the PBB Form 1.0 for the grant of Performance-Based Bonus (PBB) FY 2019.


JOHN JAMES F. MALAMUG
 Vice President for Administration and Finance
 (Head of HR)

Date: 9/27


FELICIANO G. CALORA, JR.
 President
 (Agency Head)

Date: _____