

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE – BASED BONUS (PBB) FY 2016**

Rating the Performance and Ranking of the Delivery Units and Individual Employee:


The institution is using the CSC approved Strategic Performance Management System (SPMS) in evaluating the performance of the faculty and staff.

In determining the best, better and good bureau of the College, results of accomplishment by each bureau per PI identified in each MFO will be computed. The final result will be determined using the % allocated per MFO as follows:


- Research - 30%
- Extension - 25%
- Instruction - 45%

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016. All employees under the best bureau, delivery unit/s will receive 65% of their salary, employees under better bureau, delivery unit/s will receive 57.5 % of their salary and employees under good bureau / delivery unit/s will receive 50% as stated in Section 9 of Memorandum Circular No. 2016-1 dated May 12, 2016.

For non - teaching personnel, they will be evaluated according to their Individual Performance Commitment Review Form. Using the 10-25-65 % scheme, the best, better, and good bureaus will be identified. Considering that these non-teaching personnel are rendering services not only to one bureau but to all academic community, after taking into consideration of their performance evaluation, they will be classified also to best, better, and good and will be distributed to the different bureaus of the College.


CHRISTINA B. ABONG
HRMO - Designate

Date: December 16, 2016


DR. ROMULO T. SISNO
SUC President II
Department Agency Head

Date: December 16, 2016