

GUIDELINES IN RANKING THE DELIVERY UNIT WITHIN THE UNIVERSITY

Consistent with the directives for the grant of the PBB, the University Performance Management Team formulated a set of internal criteria for the ranking of the delivery units within the university as identified in our PBB Form A-1.

The guidelines were duly approved by the Executive Committee and the University President. Specifically, the criteria included the following:

1. Higher Education Services – This refers to the number of graduates in undergraduate programs measured in terms of:
 - a) Total number of graduates in mandated and priority programs. Mandated are those that are specifically identified in the university’s charter; priority programs are those decided by the Board/indicated in the University’s Strategic Plan to be aligned with the university’s vision, and relevant to job market and national or regional development needs.
 - b) Percentage of total graduates that are in priority programs/courses
 - c) Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs covered by SUC3
 - d) Percentage of programs accredited at: Level 1, Level 2, Level 3 and Level 4
 - e) Percentage of graduates who finished their academic programs according to the prescribed timeframe

2. Advanced Education Services – This criterion refers to the number of graduates in post baccalaureate diploma and graduate programs for 2014 which is measured in terms of:
 - a) Total number of graduates
 - b) Percentage of graduates who engaged in employment within 6 months from graduation
 - c) Percentage of students who rate timeliness of education delivery/supervision as good or better

3. Research – This criterion refers to the outputs of the various research activities conducted by the university and will be measured using four(4) indicators, to wit:
 - a) Number of research studies completed (2014)
 - b) Percentage of research projects completed in the last three years
 - c) Percentage of research outputs published in a recognized journal or submitted for patenting or patented
 - d) Percentage of research projects completed within the original projects timeframe

4. Extension Services – This refers to the outputs of extension services reflected in the extension and training services conducted within 2014 and will be measured using seven (7) indicators, to wit:
 - a) Number of persons trained weighted by the length of training
 - b) Number of persons provided with technical advice
 - c) Percentage of trainees who rate the training course as good or better
 - d) Percentage of clients who rate advisory services as good or better
 - e) Percentage of request for training responded to within 3 days of request
 - f) Percentage of request for technical advice that are responded to within 3 days
 - g) Percentage of persons who receive training or advisory services who rate timeliness of service delivery as good or better

5. Support to Operations – This criterion refers to the number of students and personnel served by support services for non-academic needs within 2014 and number of persons trained for ISO. It will be measured using two (2) indicators, to wit:

- a) ISO Training on 9001:2008 QMS/GQMS
Requirements and Documentation: No. of participant trained
- b) Percentage of students and personnel who rate the non-academic services as good or better

6. General Administration and Support Services (GASS) - This refers to the effort of the administration and support staff to respond to the needs of instruction, research and extension for 2014 which is measured using three (3) indicators, to wit:

- a) Budget Utilization Rate (BUR)
 - a.1 Ratio of total obligations to total releases (Obligations BUR)
 - a.2 Ratio of total disbursements to total obligations (Disbursement BUR)
- b) Performance Indicator 2a:
Submission to COA of Financial Statements for FY 2014 (per PD 1445)
- c) Performance Indicator 2b:
Ageing of Cash Advances (cut-off date November 15, 2014)

The foregoing six (6) major criteria were taken of equal weights and the total performance of the campus or delivery unit was the average of percentage scores obtained by each campus on the set criteria.

The University has eight (8) delivery units consisting of eight (8) campuses. Their average scores along those criteria will be ranked to determine the best, better, and good

campuses, that is, 10% of eight (8) campuses is 0.8 or 1 best campus, 25% of eight is 2 or 3 better campuses, and the rest of the campuses will be classified as good campuses.

ASSESSMENT TEAM
UNIVERSITY PBB TASK FORCE
GUIDELINES IN RANKING EMPLOYEES
WITHIN THE DELIVERY UNITS OR CAMPUSES

The University Performance Management Group formulated a set of internal criteria for the ranking and rating the performance of each employee within the delivery units/campuses of the University.

There were two (2) general criteria – (1) the Performance Evaluation Results of each employee based on the existing Performance Evaluation System/Individual Performance Commitment Rating and (2) the Compliance of each employee to a set of Critical factors that the University focused on as these are the observed weaknesses of the University.

The system of rating faculty performance as mentioned above was guided by the procedures and guidelines in the Performance Evaluation System (PES)/ Individual Performance Commitment Rating (IPCR) of the University as contained in the University Merit System Plan which was duly approved by the CSU Board of Regents and the Civil Service Commission.

The ratings of faculty members considered were their ratings for the last two (2) semesters (2nd semester of SY 2013-2014 and the 1st Semester of SY 2014-2015) prior to **November 30, 2014.**

For the administrative personnel, their last two (2) ratings for July to December, 2012 and January to June, 2013 were considered.

In case the employee or faculty member is on leave, the last two ratings before the start of his/her leave of absence was considered.

In the case of newly employed personnel, their available ratings since they entered the service were considered.

Contract of Service employees (faculty and administrative personnel) who do not have employee-employer relationship shall not be included in the grant of PBB.

Finally, new employees and faculty who have not gone through one evaluation period was excluded.

Significantly, the compliance to the following Critical Factors was considered, to wit:

Faculty Members:

1. Involvement in research
2. Involvement in extension activities/services
3. Involvement in production activities
4. Involvement in accreditation
5. Participation in college/campus activities
6. Absence of disciplinary record or occurrence within the evaluation period;
7. Absence of unliquidated cash advances within the evaluation period;
8. Timeliness in the submission of SALN
9. Timeliness in the submission of updated Personnel Data Sheet;
10. 100% submission of grade sheets on time;
11. 100% submission of updated course syllabus on time;
12. 100% submission of test questions with TOS on time;
13. 100% attendance to college/campus meetings
14. Regularity of attendance in classes
15. Regularity of wearing Identification card
16. Regularity of wearing school uniform
17. Punctuality in attending classes

Administrative Personnel:

1. Participation in college/campus activities
2. Absence of disciplinary record or occurrence within the evaluation period;
3. Absence of unliquidated cash advances within the evaluation period;
4. Timeliness in the submission of SALN
5. Timeliness in the submission of updated Personnel Data Sheet;
6. 100% attendance to college/campus meetings
7. Regularity of attendance in the office
8. Punctuality in coming to office
9. Timeliness in the submission of reports as demanded by the university; CHED, DBM, COA and other partner agencies
10. 100% compliance to “no noon break policy”
11. 100% observance of “anti-fixer policy”
12. 100% observance of good housekeeping in the workplace

13. Timeliness in responding to the needs of the clients
14. Regularity of wearing Identification card
15. Regularity of wearing school uniform

Republic of the Philippines
CAGAYAN STATE UNIVERSITY
 Andrews Campus
 College of Education

EVALUATION TOOL FOR CRITICAL FACTORS (FACULTY MEMBERS)

Name of Faculty: _____

Date: _____

Criteria for Critical Factors	0	1	2
1. Involvement in research			
2. Involvement in extension activities/services			
3. Involvement in production activities			
4. Involvement in accreditation			
5. Participation in college/campus activities			
6. Absence of disciplinary record or occurrence within the evaluation period;			
7. Absence of unliquidated cash advances within the evaluation period;			
8. Timeliness in the submission of SALN			
9. Timeliness in the submission of updated Personnel Data Sheet;			
10. 100% submission of grade sheets on time;			
11. 100% submission of updated course syllabus on time;			
12. 100% submission of test questions with TOS on time;			
13. 100% attendance to college/campus meetings			
14. Regularity of attendance in classes			
15. Regularity of wearing Identification card			
16. Regularity of wearing school uniform			
17. Punctuality in attending classes			
Total Points			

1. **Involvement in research** – refers to the number of proposals, on-going or completed researches written or conducted by the faculty within the evaluation period.
Quantifier: 0 = absence; 1 = presence of at least 1; 2 = 2 or more
Proof: Research proposal, on-going or completed research duly certified by immediate supervisor, Special order, and memorandum or any documentary proof.

2. **Number of extension programs/projects/activities involved with** – refers to the number of proposal, on-going or completed extension projects/activities to which the faculty is involved. It may also involve the rendition of expert/consultancy services or speakership to the university, and other requesting institutions or agencies.
Quantifier: 0 = absence; 1 = presence of at least 1; 2 = 2 or more

Proof: Extension proposal, on-going or completed extension project/activity duly certified by immediate supervisor, Special order, and memorandum or any documentary proof.

3. Involvement in production activities – refers to the activities to which the faculty is engaged in Income Generating Projects (IGPs) of the university/campus/college.
Quantifier: 0 = absence; 1 = at least 1 involvement; 2 = presence of IGP that is generating income for the campus/college
Proof: Certification from the Business Director, IGP Coordinator or Campus Executive Officer, Special order, and memorandum or any documentary proof.
4. Involvement in accreditation – refers to the active participation of the faculty in the accreditation process either as chairman or member.
Quantifier: 0 = absence; 1 = presence as member 2 = presence as chair
Proof: Certification from the Area Chair or College Dean indicating active involvement of concerned faculty in the accreditation, Special order, and memorandum
5. Participation in college/campus activities – refers to the number of college or campus activities to which the faculty has participated.
Quantifier: 0 = less than 50%; 1 = 51 - 75%; 2 = 76% and higher
Proof: Certification from the dean or immediate supervisor relative to participation in college/campus activities, Special order, and memorandum or any documentary proof.
6. Absence of disciplinary record or occurrence within the year 2013 – refers to the absence of complaints filed against the faculty to which the concerned has been found guilty.
Quantifier: 0 = presence of disciplinary record; 1 = presence of disciplinary complaint but absolved; 2 = absence of disciplinary record
Proof: Certification of No Disciplinary Record by the college dean/Campus Executive Officer/immediate supervisor/Records Officer.
7. Absence of unliquidated cash advances during the year 2013 – refers to zero unliquidated cash advance for 2013 and the past years
Quantifier: 0 = with unliquidated; 1 = with unliquidated but acted upon immediately within the allowed number of days; 2= without unliquidated
Proof: Certification of No Unliquidated Cash Advance from the Bookkeeper or its equivalent
8. Timeliness in the submission of SALN – refers compliance of the faculty to the submission of SALN on or before scheduled deadline;
Quantifier: 0 = non-compliance (days after the deadline); 1 = complied with a day after the deadline; 2 = complied on time
Proof: Certification of submission of SALN on time from Campus Administrative Officer, HRMO, or its equivalent; receiving copy of the submitted SALN with date received
9. Timeliness in the submission of updated Personnel Data Sheet on time – refers to compliance of the faculty in the submission of updated Personnel Data Sheet or before the scheduled deadline;
Quantifier: 0 = non-compliance (days after the deadline); 1 = complied with a day after the deadline; 2 = complied on time
Proof: Certification of submission of Personnel Data Sheet on time from Administrative Officer, HRMO, or its equivalent; receiving copy of the submitted PDS with date received
10. 100% submission of grade sheets on time;
Quantifier: 0 = have not; 1 = complied partially; 2 = complied with 100% on time
Proof: Certification of 100% submission of grade sheets on time from Registrar or the College Dean.

11. 100% submission of updated course syllabus;
Quantifier: 0 = have not; 1 = complied partially; 2 = complied with 100% on time
Proof: Certification of 100% submission of updated course syllabus on time from the chair or the College Dean.
12. 100% submission of test questions with Table Of Specifications on time;
Quantifier: 0 = have not; 1 = complied partially; 2 = complied with 100% on time
Proof: Certification of 100% submission of test questions with Table Of Specifications (TOS) on time from the Chair or the College Dean.
13. Attendance to college/campus meetings;
Quantifier: 0 = less than 80%; 1 = 80-90%; 2 = 100%
Proof: Certification of more than 80% attendance to college/campus meetings; Special order, and memorandum.
14. Regularity of attendance in classes;
Quantifier: 0 = more than 5 absences; 1 = below 5 absences; 2 = never been absent
Proof: DTR and certification from the CEO or the College Dean.
15. Regularity of wearing of Identification Card (ID);
a. **Quantifier:** 0 = more than 5 times caught not wearing the ID; 1 = below 5 times caught not wearing the ID; 2 = always wears the ID
b. **Proof:** Certification of regularity of wearing ID by the immediate supervisor and other higher school authorities.
16. Regularity of wearing of prescribed uniform;
a. **Quantifier:** 0 = more than 5 times caught not wearing the uniform; 1 = below 5 times caught not wearing the uniform; 2 = always wears the uniform
b. **Proof:** Certification of regularity of wearing uniform by the immediate supervisor and other higher school authorities.
17. Punctuality in attending classes;
Quantifier: 0 = more than 5 absences; 1 = below 5 absences; 2 = never been tardy
Proof: DTR and certification from the CEO or the College Dean.

Name and signature of Rater: _____ Conformer: _____

COLLEGE/CAMPUS TEMPLATE IN RANKING FACULTY MEMBERS

Name	CRITICAL FACTORS (80%)	PES/IPCR (20%)	TOTAL	RANK
1.				
2				
3				
4				
5				

Republic of the Philippines
CAGAYAN STATE UNIVERSITY
 Andrews Campus
 College of Education

**EVALUATION TOOL FOR CRITICAL FACTORS
 (ADMINISTRATIVE PERSONNEL)**

Name of Administrative Personnel: _____

Date: _____

Criteria for Critical Factors	0	1	2
1. Participation in college/campus/university activities			
2. Absence of disciplinary record or occurrence within the evaluation period			
3. Absence of unliquidated cash advances within the evaluation period			
4. Timeliness in the submission of SALN			
5. Timeliness in the submission of updated Personnel Data Sheet			
6. 100% attendance to college/campus meetings			
7. Regularity of attendance in the office			
8. Punctuality in coming to office			
9. Timeliness in the submission of reports as demanded by the university; CHED, DBM, COA and other partner agencies			
10. 100% compliance to “No Noon Break Policy”			
11. 100% observance of “Anti-Fixer Policy”			
12. 100% observance of housekeeping in the workplace			
13. Timeliness in responding to the needs of the clients			
14. Regularity of wearing of Identification Card (ID)			
15. Regularity of wearing of school uniform			
Total Points			

18. Participation in college/campus/university activities – refers to the number of college or campus activities to which the faculty has participated.

a. **Quantifier:** 0 = less than 50%; 1 = 51 - 75%; 2 = 76% and higher

b. **Proof:** Certification from the dean or immediate supervisor relative to participation in college/campus activities, Special order, and memorandum or any documentary proof.

19. Absence of disciplinary record or occurrence within the year 2013 – refers to the absence of complaints filed against the faculty to which the concerned has been found guilty.

a. **Quantifier:** 0 = presence of disciplinary record; 1 = presence of disciplinary complaint but absolved; 2 = absence of disciplinary record

b. **Proof:** Certification of No Disciplinary Record by the college dean/Campus Executive Officer/immediate supervisor/Records Officer.

20. Absence of unliquidated cash advances during the year 2014 – refers to zero unliquidated cash advance for 2014 and the past years

- a. **Quantifier:** 0 = with unliquidated; 1 = with unliquidated but acted upon within the allowed number of days; 2= without unliquidated
 - b. **Proof:** Certification of No Unliquidated Cash Advance from the Bookkeeper or its equivalent

21. Timeliness in the submission of SALN – refers compliance of the faculty to the submission of SALN on or before scheduled deadline;
 - a. **Quantifier:** 0 = non-compliance (days after the deadline); 1 = complied with a day after the deadline; 2 = complied on time
 - b. **Proof:** Certification of submission of SALN on time from Campus Administrative Officer, HRMO, or its equivalent; receiving copy of the submitted SALN with date received

22. Timeliness in the submission of updated Personnel Data Sheet on time – refers to compliance of the administrative personnel in the submission of updated Personnel Data Sheet or before the scheduled deadline;
 - a. **Quantifier:** 0 = non-compliance (days after the deadline); 1 = complied with a day after the deadline; 2 = complied on time
 - b. **Proof:** Certification of submission of Personnel Data Sheet on time from Administrative Officer, HRMO, or its equivalent; receiving copy of the submitted PDS with date received

23. Attendance to college/campus meetings;
 - a. **Quantifier:** 0 = less than 80%; 1 = 80-90%; 2= 100%
 - b. **Proof:** Certification of more than 80% attendance to college/campus meetings; Special order, and memorandum.

24. Regularity of attendance in the office;
 - a. **Quantifier:** 0 = more than 5 absences; 1 = below 5 absences; 2 = never been absent
 - b. **Proof:** DTR and certification from the CEO or the College Dean.

25. Punctuality in attending classes;
 - a. **Quantifier:** 0 = more than 5 tardiness; 1 = below 5 tardiness; 2= never been tardy
 - b. **Proof:** DTR and certification from the CEO or the College Dean.

26. Timeliness in the submission of reports as demanded by the university; CHED, DBM, COA and other partner agencies;
 - a. **Quantifier:** 0 = non-compliance (days after the deadline); 1 = complied with a day after the deadline; 2 = complied on time
 - b. **Proof:** Receiving copy on submission of report on time from the university officials, CHED, DBM, COA and other partner agencies

27. 100% Compliance to “No Noon Break Policy”;
 - a. **Quantifier:** 0 = non-compliance (less than 50% of the total number of noon break attended; 1 = partially complied (51-75% of the total number of noon break attended; 2 = 76% and higher of the total number of noon break attended
 - b. **Proof:** Number of Clients Served as evidenced by the clients’ Logbook during noon break

28. 100% observance of “Anti-Fixer Policy”;
 - a. **Quantifier:** 0 = presence of fixing complaint; 1 = presence of fixing complaint but absolved; 2= absence of fixing complaint
 - b. **Proof:** Certification of No Fixing Complaint Record by the College Dean/Campus Executive Officer/Records Officer.

29. 100% observance of housekeeping in the workplace;
- Quantifier:** 0 = unorganized files and disorderly workplace; 1 = partially unorganized files and disorderly workplace; 2 = organized files and orderly workplace
 - Proof:** Certification/Report of Ocular Visit Observation of the workplace and perusal of office files by the College Deans/Campus Executive Officer/immediate supervisor.
30. Timeliness in responding to the needs of the clients;
- Quantifier:** 0 = non-compliance (10 minutes after the normal processing time); 1 = below 10 minutes after the normal processing time; 2 = complied on time
 - Proof:** Certification of timeliness in responding to the needs of clients based on the presence or absence of complaint against the employee.
31. Regularity of wearing of Identification Card (ID);
- Quantifier:** 0 = more than 5 times caught not wearing the ID; 1 = below 5 times caught not wearing the ID; 2 = always wears the ID
 - Proof:** Certification of regularity of wearing ID by the immediate supervisor and other higher school authorities.
32. Regularity of wearing of school uniform;
- Quantifier:** 0 = more than 5 times caught not wearing the uniform; 1 = below 5 times caught not wearing the uniform; 2 = always wears the uniform
 - Proof:** Certification of regularity of wearing uniform by the immediate supervisor and other higher school authorities.

Name and signature of Rater: _____ Conformed: _____

COLLEGE/CAMPUS TEMPLATE IN RANKING ADMINISTRATIVE PERSONNEL

Name	CRITICAL FACTORS (80%)	PES/IPCR (20%)	TOTAL	RANK
1.				
2				
3				
4				
5				

Each of the foregoing critical factors is scored two (2) if fully (100%) complied with; 1 if partially complied and scored zero (0) if not complied. These critical factors is summed up and divided by the total applicable factors to get the individual's compliance score.

The first criterion, the Individual PES/IPCR Score will be weighted 20% and the Critical Factor Score will be weighted 80%. Summing the two (2) factors gives the Individual's Rating Score. This Rating Score will then be used as the basis for ranking all employees within the delivery units.