



CAGAYAN STATE UNIVERSITY
ANDREWS CAMPUS
Caritan Sur, Tuguegarao City, Cagayan 3500
Tel. No. (078) 396-0165

**Guidelines in Forced Ranking the Delivery Units (Campuses) for
the Grant of 2016 Performance-Based Bonus (PBB)***

1. The forced ranking of delivery units (i.e. campuses) for the grant of 2016 Performance-Based Bonus (PBB) shall be guided by the Memorandum Circular (MC) 2016-1 titled "Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2016 Under Executive Order No. 80 & EO No. 201 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No.25,S.2011).
2. Campuses shall be rated and ranked based on their accomplishments in the performance targets in all 2016 GAA-based performance indicators along the Major Final Outputs (MFOs - Higher Education, Advanced Education, Research and Extension and Technical Advisory Services), Support to Operations (STO), and General Administrative and Support Services (GASS), which appeared in their approved Campus Performance Targets for 2016.
3. Piat Lal-lo, Carig and Gonzaga campuses shall not be evaluated in MFO 2 as this is not applicable to delivery units without graduate program offerings.
4. Campuses which have not complied fully well in the Good Governance Conditions shall be disqualified from the grant of PBB 2016.
5. All claims must be supported by credible, clear and convincing documentary evidence which shall be reviewed by the University PBB Team:
 - 5.1. MFO 1 and 2-Academic/Instruction Affairs Office with Dr. Leticia Dumlao as lead evaluator
 - 5.2. MFO 3-Research and Development Office with Dr. Ramelo Ramirez Jr. as lead evaluator
 - 5.3. MFO 4-Extension and Training Office with Prof. Josie Bas-ong as lead evaluator
 - 5.4. STO and Good Governance- Performance Management Team with Atty. Honorato Carag as lead evaluator
 - 5.5. GASS- Financial Management Office with Ms. Vita Bassig as lead evaluator
6. The University has 8 delivery units (or 8 campuses). The total performance of each of these campuses shall be the average of percentage scores each obtained from the enumerated criteria, which are given equal weights. The average points of the campuses along the four criteria (MFO, STO, GASS and Good Governance Conditions) shall be ranked to determine the Best, Better, and Good Campuses. The ranking and distribution to be followed is the one provided for by IATF MC 2016-01 :



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Top 10% - Best Campus
Next 25% - Better Campus
Next 65% - Good Campus

Apply this system. 10% of eight (8) campuses is 0.8 or 1 best campus, 25% of eight is 2 better campuses, and 65% shall cover the rest of the campuses classified as good delivery units.

7. The Summary of Accomplishments, Rating and Ranking of Campuses shall be presented In the Form A -1 Report of the University required by the Task Force for submission and assessment. The summary shall also be uploaded in the university website and disseminated using other possible channels or platforms or communication.
8. All concerns and clarifications in regard to the rating and ranking shall be submitted in writing to the University Performance Management Committee (UPMC), the group tasked to serve as the Grievance Group for PBB, who shall review the issues and complaints and make proper recommendation/s within 15 calendar days upon receipt of the said complaint. The decision of the UPMC shall be final and executory.