Guidelines in Ranking the Delivery Units (Campuses) within the University for the Grant of Performance-Based Bonus (PBB)

Consistent with the pertinent memorandum circulars and other directives for the grant of the Performance-Based Bonus, the University Performance Management Team of Cagayan State University in 2014 crafted a set of criteria for the ranking of the delivery units within the university as identified in the institution’s PBB Form A-1.

The set of criteria, which was duly approved by the Executive Committee and the University President in the same year, and which was adopted by the Campus Executive Officers in a meeting on February 23, 2015 with some slight modifications (underlined), include 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 programs are those that are specifically identified in the university’s charter; priority programs are those decided upon to be offered by the Board, indicated in the University’s Strategic Plan, aligned with the university’s vision, and are relevant to the demands of the market and to regional and national development.
   b) Percentage of total graduates that are in priority programs/courses
   c) Average percentage passing in licensure examinations by SUC graduates/national average % passing in board programs covered by SUC
   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 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 Services – This criterion refers to the outputs of the various research activities conducted by the university measured using 4 indicators:
   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. Technical Advisory Extension Services – This refers to the outputs of extension and training office of the university measured using 7 indicators:
   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 includes non-academic services (library, business, student, guidance, medical and dental, records, finance, human resources, accounting and cashiering) offered by the university to students and administrative personnel. These services are assessed by computing the percentage of students and faculty members and personnel who rate these services as good or better. For the grant of the 2014 PBB, the university included ISO 9001:2008 accreditation as one of the areas the institution shall be assessed by the AO25 Taskforce. For the year in review, this addition is measured by the total number of participants trained on ISO.

6. General Administration and Support Services (GASS) - These are services rendered to support the needs of the university along instruction, research and extension. These have 3 indicators:
   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)
   a) Performance Indicator 2b:
      Ageing of Cash Advances (cut-off date November 15, 2014)

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 6 criteria shall be ranked to determine the Best, Better, and Good Campuses. The ranking and distribution to be followed to identify how many will be labeled Best, Better and Good is the one provided for by AO 25 Taskforce Memorandum Circular 2012-03 and Memorandum Circular 2012-05: Top 10% - Best Delivery Unit, Next 25% Better Delivery Unit; Next 65% - Good Delivery Unit. Applying this system, 10% of eight (8) campuses is 0.8 or 1 best campus, 25% of eight is 2 or 3 better campuses, and 65% shall cover the rest of the campuses classified as good delivery units.
Guidelines in Ranking the Employees Within the Delivery Units (Campuses) in the University for the Grant of the Performance-Based Bonus (PBB)

Also in 2014, the University Performance Management Team formulated a set of internal criteria for the ranking and rating the performance of each employee within the delivery units/campuses of the University.

Adopted by the CEOs in their February 23, 2015 meeting (with some slight modifications/additions underlined), these criteria include the Performance Evaluation Results of each employee based on the existing Performance Evaluation System/Individual Performance Commitment Rating and and the compliance of each employee to a set of critical factors identified.

The system of rating faculty performance as mentioned above shall be 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 rating of faculty members shall be the rating obtained in 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, rating shall be taken from their performance in the rating periods, January to June 2014 and July to December 2014.

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

In the case of newly employed personnel, their available ratings since they entered the service shall be taken into consideration.

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

New administrative staff and faculty members who have not gone through one evaluation period shall be excluded from the grant of the PBB.
To clarify other concerns having to do with the eligibility of university personnel for the grant of 2014 PBB, Memorandum Circular No. 2014-3 attached with this Guidelines shall be used to guide authorized raters.

Compliance to the following critical factors shall be considered to complete the final rating of a faculty member and administrative staff:

**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 class attendance
15. Regularity in wearing prescribed identification card
16. Regularity in wearing prescribed 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 to CHED, DBM, COA and other partner agencies as demanded by the administration
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 in wearing the prescribed identification card
15. Regularity in wearing the prescribed school uniform

To guide the raters on how they will go about the rating process, here is a short description of each factor, its quantifiers and proofs as basis of scoring.
Critical Factors Considered to Rate the Faculty Members

1. **Involvement in research** refers to the number of proposals, on-going or completed researches written or conducted by the faculty member 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 in** refers to the number of proposals, on-going or completed extension projects/activities in which the faculty member is involved and may also involve services rendered as expert/consultant or speaker in trainings and seminars hosted by 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 involvement of faculty members in activities having to do with 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 activities of the university either as chairman or member in any of the 10 areas of assessment.
   
   **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 in which the faculty member has actively participated in.
   
   **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, memorandum or any documentary proof.

6. **Absence of disciplinary record or occurrence within the year 2014** refers to the absence of complaints filed against the faculty member who was found guilty of the charge.
   
   **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 2014** refers to zero unliquidated cash advance of the faculty member for 2014 and for the previous 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 to the compliance of the faculty member to the submission of SALN on 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 SALN on time from Campus Administrative Officer, HRMO, or its equivalent; copy of the submitted SALN with date received

9. **Timeliness in the submission of updated Personnel Data Sheet (PDS)** refers to compliance of the faculty member to the submission of updated PDS on 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 on time**  
**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 class attendance**  
**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 in wearing the prescribed identification card**  
**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.

16. **Regularity in wearing the prescribed 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.

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

Critical Factors Considered to Rate the Administrative Personnel

1. Participation in college/campus/university activities refers to the number of college or campus activities the staff actively participated in.
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.

2. Absence of disciplinary record or occurrence within the year 2014 refers to the absence of complaints filed against the staff who was found guilty of the charge.
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.

3. Absence of unliquidated cash advances during the year 2014 refers to zero unliquidated cash advance of the staff for 2014 and the previous years.
Quantifier: 0 = with unliquidated; 1 = with unliquidated but acted upon within the allowed number of days; 2 = without unliquidated
Proof: Certification of No Unliquidated Cash Advance from the Bookkeeper or its equivalent

4. Timeliness in the submission of SALN refers to the compliance of the staff 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

5. Timeliness in the submission of updated Personnel Data Sheet refers to compliance of the staff to the submission of updated Personnel Data Sheet on 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

6. 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.

7. Regularity of office attendance
Quantifier: 0 = more than 5 absences; 1 = below 5 absences; 2 = never been absent
8. Punctuality in office work
   Quantifier: 0 = more than 5 tardiness; 1 = below 5 tardiness; 2 = never been tardy
   Proof: DTR and certification from the CEO or the College Dean.

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

10. 100% Compliance to “No Noon Break Policy”
    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
    Proof: Number of Clients Served as evidenced by the clients’ Logbook during noon break

11. 100% observance of “Anti-Fixer Policy”
    Quantifier: 0 = presence of fixing complaint; 1 = presence of fixing complaint but absolved; 2 = absence of fixing complaint
    Proof: Certification of No Fixing Complaint Record by the College Dean/Campus Executive Officer/Records Officer.

12. 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.

13. 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.

14. Regularity in wearing the prescribed identification card
    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.

15. Regularity in wearing the prescribed 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.
Raters rate each critical factor 2 if it is fully complied with; 1 if partially complied with and 0 if not complied with at all. The scores earned by the ratee are summed up and divided by the number of critical factors assessed to get the individual’s rating, which will then be multiplied by .80 (80%/100). The result will be added to the rating of the ratee in the PES/IPCR, which gets 20% of the overall rating of the employee. Using the summary template attached here, raters shall rank the individuals based on the PBB Distribution Matrix provided for in MC No. 2012-05:

<table>
<thead>
<tr>
<th>Delivery Unit Category</th>
<th>Indivual Category/Proportion of Employees</th>
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<tbody>
<tr>
<td></td>
<td>Best Performer</td>
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<tr>
<td>Best Delivery Unit</td>
<td>Php35,000 (1% of eligible employees)</td>
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<td>Better Delivery Unit</td>
<td>Php25,000 (2.5% of eligible employees)</td>
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<tr>
<td>Good Delivery Unit</td>
<td>Php15,000 (6.5% of eligible employees)</td>
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Assumptions:
-All delivery units (campuses) achieved at least 90% of their targets.
-No individual has a rating of “Below Satisfactory.”
Evaluation Tool for Faculty Members on Critical Factors

Name of Faculty Member: ____________________________ Date: _____________

<table>
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Total Points

Name and Signature of Rater: _______________ Conforme: _______________
## College/Campus Faculty Ranking Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Critical Factors (80%)</th>
<th>PES/IPCR (20%)</th>
<th>Total</th>
<th>Rank</th>
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### Evaluation Tool for Administrative Personnel on Critical Factors

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**Total Points**

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College/Campus Administrative Personnel Ranking

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