



### **Guidelines in Forced Ranking the Delivery Units (Campuses) for the Grant of 2018 Performance-Based Bonus (PBB)**


1. The forced ranking of delivery units (i.e. campuses) for the grant of 2018 Performance-Based Bonus (PBB) shall be guided by the Memorandum Circular (MC) 2018-01 titled 'Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2018 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 2018 GAA-based performance indicators along the major Organizational Outcomes (OO – 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 of 2018.
3. Lal-lo, Lasam and Gonzaga campuses shall not be evaluated in OO2 as this is not applicable to delivery units without graduate program offerings.
4. Campuses must substantially comply with Good Governance Conditions to be qualified for the grant of PBB 2018.
5. All claims must be supported by credible, clear and convincing documentary evidence which shall be reviewed by the University PBB Team:
  - 5.1 OO1 and 2 – Academic/Instruction Affairs Office with Dr. Lirio Mangawil as lead evaluator
  - 5.2 OO3 – Research and Development Office with Dr. Vilma Conrado as lead evaluator
  - 5.3 OO4 – Extension and Training Office with Mr. Mario Vallejo & Dr. Josie Bas-ong as lead evaluators
  - 5.4 STO and Good Governance – Performance Management Team with Dr. Leticia Dumlao as lead evaluator
  - 5.5 GASS – Financial Management Office with Dr. Emerita Geron 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 rank along the performance criteria. The average rank of the campuses along the four criteria (OO, STO, GASS and Good Governance Conditions) shall determine the Best, Better, and Good Campuses. The ranking and distribution to be followed is the one provided for by IATF MC 2018-01:

Top 10% - Best Campus (to receive 65% of monthly salary)  
Next 25% - Better Campus (to receive 57% of monthly salary)  
Next 65% - Good Campus (to receive 50% of monthly salary)

Applying 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 of 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.

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URDUJAH A. TEJADA, Ph.D. CESO II  
University President

### **Activities of Cascading System of Ranking Delivery Units**

1. Meeting of the members of the University PBB Team to initially discuss the delivery units, internal guidelines on the system of ranking for PBB 2018 and other PBB 2018 updates
2. Drafting of guidelines in ranking the delivery units
3. Presentation of the draft to the President, Vice Presidents, and Campus Executive Officers during the ManCom Meeting on September 24, 2018 for their comments/approval
4. Presentation of the Campus Performance Targets/Measures for PBB 2018
5. Finalization of the Guidelines in Ranking the delivery Units (Campuses for the Grant of PBB 2018)
6. Approval by the University President
7. Posting of the system of ranking in the Transparency Seal of Cagayan State University

### **Contact Persons in the Campuses:**

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### **Contact Persons at CSU Central Administration**

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