

**WESTERN MINDANAO STATE UNIVERSITY  
GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE  
GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

**1.0 BACKGROUND:**

As provided for in the issuance dated August 2, 2013 by the Inter-Agency Task Force (AITF), a Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning fiscal year (FY) 2013. The PBB shall be characterized by a system of ranking bureaus or delivery units within a Department/Agency according to their contribution to the Department/Agency's Organizational Outcomes (OOs).

**2.0 PURPOSE:**

This guideline is issued to comply to the Inter Agency Task Force (AITF) MC No. 2013 dated August 2, 2013, and subsequently with MC No. 2014-01 dated April 21, 2014, MC No. 2014-02 dated October 8, 2014, MC 2015-1 dated August 12, 2015, MC 2016-2, dated October 12, 2016, MC 2017-1, dated March 9, 2017 and reiterated in MC 2017-2, dated December 21, 2017 to ensure quality of validation/assessment of requirements for the grant of PBB. The latest issuance, MC 2020-1, dated June 2, 2020 further detailed the guidelines.

**3.0 RANKING:**

Colleges and the Administrative Unit shall be ranked jointly by the University PBB Evaluation Committee. However, different sets of performance indicators shall be used (Table 3.2.1-A). A form shall be accomplished for the ranking of the Colleges and the Administrative Unit as the official Report on Ranking of Offices/Delivery Units (Annex 7 of MC 2020-1, dated June 2, 2020).

**3.1 RANKING OF COLLEGES:**

The ranking of colleges shall be based on their performance in the three (3) Organizational Outcomes (OOs), namely OO1: Higher Education Program, OO2: Research Program, and OO3: Technical Advisory Extension Program. Referring to IATF MC 2020-1, dated June 2, 2020 section 7.0, Colleges shall be rated based on their respective contributions to the overall Agency (WMSU) targets as defined in the Organizational Outcomes (OOs) Modified Form A and Form A-I of the Cascading of Department Performance Targets. The Department of Extension Services and Community Development shall be under the Admin Unit.

**3.2 RANKING OF THE ADMINISTRATIVE UNIT:**

The ranking of the administrative unit shall be based on three (3) major outputs - OO3: Technical Advisory Extension Program, Support to Operations (STO), and General Administration and Support (GAS). Small non-academic support units i.e. RDEC and the Department of Extension Services and Community Development (DESCD) shall be fused with the Administrative Unit.

**3.2.1 PERFORMANCE INDICATORS:**

The OOs and PIs are used for the ranking of Colleges and the Administrative Units (Form A and Form A-I of the Cascading of Department Performance Targets). For Colleges, a total of eleven (11) Performance Indicators (PIs) are selected across three OOs, and for the Administrative Unit, twelve (12) Performance Indicators (PIs) are selected for Organizational Outcome (OO) 3, Support to Operations and General Administration and Support (Table 3.2.1-A):

**Table 3.2.1-A**

	<b>Organizational Outcomes (OOs)</b>	<b>Performance Indicators (PIs)</b>	<b>Units</b>
<b>FOR COLLEGES</b>	OO1	Outcome Indicators	
		Percentage of first-time licensure exam takers that pass the licensure exams	Percent

		Percentage of graduates (2 years prior) that are employed	Percent
		Output Indicators	
		Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Percent
		Percentage of undergraduate programs with accreditation	Percent
	002	Outcome Indicators	
		Number of research outputs in the last three years utilized by the industry or by other beneficiaries	Number
		Output Indicators	
		Number of research outputs completed within the year	Number
		Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Percent
	003	Outcome Indicators	
		Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Number
		Output Indicators	
		Number of trainees weighted by the length of training	Weighted Number
		Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number
		Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Percent
	<b>TOTAL PIs</b>	<b>11</b>	
FOR ADMINISTRATIVE UNIT	003	Outcome Indicator	
		Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Number
		Output Indicators	
		Number of trainees weighted by the length of training	Weighted Number
		Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number
	Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Percent	
	Support to Operations (STO)	Percentage of students and personnel who rate the non-academic related services (e.g. library services, medical/dental services, guidance services, ICT services, etc.) as good or better	Percent
		QMS Certification to ISO 9001:2015 Certificate	Certificate

	General Administration & Support (GAS)	Percentage of actual budget utilization inclusive of income to total operating budget	Percent
		Budget Utilization Rate (BUR) Obligations	Percent
		Budget Utilization Rate (BUR) Disbursements	Percent
		Percentage of financial statements and reports/documents submitted to CFIED, DBM and other agencies within mandated time	Percent
		Submission to COA Financial statements for FY (per PD 1445)	Percent
		Submission to COA of Report on Ageing of Cash Advances (cut-off date December 31, 2020)	Percent
	<b>Total PIs</b>	<b>12</b>	

Colleges and the administrative unit shall be forced ranked following the prescribed distribution (Table 3.2.1-B) using average scores calculated from quantifiable measures reflected on their respective PIs (Table 3.2.1-A):

**Table 3.2.1-B**

Best College/Admin Unit	10%
Better College/Admin	25%
Good College/Admin	65%
TOTAL	100%

**3.2.2 CALCULATION OF SCORES:**

**3.2.2.1 FOR COLLEGES:**

Based on institutional performance as reflected in the Modified Form A - Performance Report for State Universities and Colleges (SUCs), all contributing colleges shall have an initial minimum accomplishment (%min) rate across all PIs. For forced ranking purposes, individual Colleges average accomplishment rates are calculated using the general formula:

$$College \% Accomplishment_{PI} = \%_{min} + \left[ \frac{Actual_{College}}{Target_{College}} \times \frac{Actual_{College}}{Actual_{Overall}} \right]$$

Where: *Actual<sub>College</sub>* is the actual 2020 accomplishment of the college;  
*Target<sub>College</sub>* is the 2020 target of the college; and,  
 $\frac{Actual_{College}}{Actual_{Overall}}$  is the actual 2020 proportional contribution of the college relative to the overall 2020 institutional accomplishment for the particular PI.

Summing all Colleges% Accomplishment PI and divided by the total number of appropriate PIs will yield the college's rate of accomplishment.

**3.2.2.2 FOR THE ADMINISTRATIVE UNIT:**

Accomplishment rate for the Admin Unit is calculated using the formula:

$$Admin Unit \% Accomplishment_{PI} = \%_{min} + \left[ \frac{Actual_{Admin}}{Target_{Admin}} \times \frac{Actual_{Admin}}{Actual_{Overall}} \right]$$

Where: *Actual<sub>Admin</sub>* is the actual 2020 accomplishment of the admin unit; and,  
*Target<sub>Admin</sub>* is the 2020 target of the admin unit.  
 $\frac{Actual_{Admin}}{Actual_{Overall}}$  is the actual 2020 proportional contribution of the admin unit relative to the overall 2020 institutional accomplishment for the particular PI.

Summing all Admin Unit % Accomplishment PI and divided by the total number of appropriate PIs will yield the admin unit's rate of accomplishment.

### 3.3 ELIGIBILITY OF INDIVIDUALS:

As outlined in MC 2020-1, dated June 2, 2020, the following are the criteria for the eligibility of individuals for the grant of PBB 2020, to wit:

- Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Payment of the PBB shall come from the mother agency.
- Personnel who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.
- Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	-	<b>% of PBB Rate</b>
8 months but less than 9 months	-	90%
7 months but less than 8 months	-	80%
6 months but less than 7 months	-	70%
5 months but less than 6 months	-	60%
4 months but less than 6 months	-	50%
3 months but less than 4 months	-	40%

- Valid reasons for not meeting the 9-month service requirement
  - Being a newly hired employee
  - Retirement
  - Resignation
  - Rehabilitation Leave
  - Maternity Leave and/or Paternity Leave
  - Vacation or Sick Leave with or without pay
  - Scholarship/Study Leave
  - Sabbatical Leave
- An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
- Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2020 PBB.
- Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2020 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

- Officials and employees covered by RA No. 6713 should submit their 2019 SALN to the respective SALN repository agencies, liquidate their FY 2020 Cash Advances, or complete the SPMS Forms, as these will be the basis for the grant of the FY 2020 PBB.
- Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.

**4.0 RANKING OF DELIVERY UNITS:**

PBB rates of individuals shall depend on the performance ranking of the bureau or delivery unit where they belong and will be based on the individual's monthly basic salary as of December 31, 2020 (Table 4.0-A):

**Table 4.0-A**

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best	65%
Better	57.5%
Good	50%

However, where computed grant based on the lowest 50% entitlement is less than Php 5,000, the amount of Php 5,000 shall be granted.

**5.0 COVERAGE:**

All WMSU employees on regular, casual and substitute (for faculty) status having rendered at least nine (9) months for the year ending December 31, 2020 are eligible for PBB. Employees found guilty of administrative and/or criminal case/s and meted penalty in the current year and those who have not complied with the conditions set by MC 2020-1 are not entitled to PBB.

**6.0 DATA ACQUISITION:**

Data gathering shall follow the DBM's Agency Performance Review (APR) procedure for consistency where information is taken from the following concerned offices:

For OOI: VPAA/Office of the University Registrar, Quality Assurance Office, and Colleges;

For 002: Research, Development and Evaluation Center (RDEC);

For 003: Department of Extension Services and Community Development (DESCD), Center for Continuing Education (CCE), Gender Research and Resource Center, Quality Management Office, and Colleges;


For Support to Operations (STO): University Library, University Medical Services, and Guidance Services;

For General Administration and Support Services (GASS): University Accountant's Office and Finance.

**7.0 SUBMISSIONS/DEADLINES**

The University PBB Evaluation Committee shall accomplish Form 1.0 (Report on Ranking of Offices/Delivery Units) of Annex 7 of MC 2020-1 to be submitted with other consolidated PBB Accomplishment Reports (Modified Form A, Modified Form A-I) to the Interagency Task Force (IATF) Secretariat on or before February 26, 2021 for final evaluation.

  
**ELVIRA C. LUBATON**  
 Human Resource Management Officer II

  
**MA. CARLA A. OCHOTORENA, RN, Ph.D.**  
 SUC President