



Republic of the Philippines
NORTH LUZON PHILIPPINES STATE COLLEGE
City of Candon

**Implementing Guidelines on the Force Ranking of Colleges and Personnel
as Basis of Performance-Based Bonus (PBB)**

I. Background and Legal Bases

Pursuant to EO No. 80 directing the adoption of a performance-based incentive system for government employees, Memorandum Circular No. 2016-1 dated May 12, 2016, NLPSC hereby adopts the following guidelines in the force ranking of its six (6) delivery units and the personnel which shall become the basis of the granting of the Performance-Based Bonus (PBB) under the new Performance-Based Incentive System (PBIS)

II. Purpose

This aims to provide the implementing guidelines on the Force Ranking of the Delivery units and Personnel on:

- A. Determining the eligibility of delivery units and personnel to the PBB 2017
- B. Ranking the delivery units based on the performance for the grant of the PBB for FY 2017 and;
- C. Distributing the FY 2017 PBB to qualified delivery units and personnel.

III. Coverage

All officials and employees of eligible departments/units holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with NLPSC, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern.

IV. Delivery Units

Delivery Units	Programs
1. College of Teacher Education	BEED and BSE
2. College of Business Education	BSBA and BSOA
3. Computer Science Department	BSCS
4. Midwifery Department	Midwifery
5. HuSoCom Department	AB English and AB Pol. Sci.
6. Criminal Justice Education Dept.	BS Criminology

V. Eligibility and Force Ranking of Delivery Units

- A. Only delivery units that have achieved 100% performance rating or better in all their performance indicators shall be eligible for FY 2017 PBB.
- B. The six (6) eligible delivery units' performance shall be determined using the common Office Performance Commitment and Review (OPCR) which covers the two (2) rating periods of January-June and July-November, 2017.
- C. The results of the two rating periods shall be averaged to get the delivery unit's over all rating. The submitted OPCR's shall be reviewed by the members of the Performance Management Team (PMT) for validation.

- D. Using the overall average performance ratings, the units eligible for FY 2017 PBB shall be forced ranked according to the following categories:

Rank	Performance Category
Top 10%	Best Unit
Next 25%	Better Unit
Next 65%	Good Unit

- E. All ties relative to ranking of delivery units shall be resolved by the President of the College.

VI. Eligibility of Personnel

- A. The performance rating of personnel shall be determined using the IPCR covering the two (2) rating periods of January-May and August-November, 2017 for faculty. For the non-teaching personnel and GASS, their performance rating shall be determined using their IPCR for two rating periods of January-May and June– November, 2017.
- B. Performance during the two (2) rating periods shall be averaged to get the overall rating for the year. Only employees with an overall rating of Satisfactory or better shall be entitled for 2017 PBB.
- C. Only employee who has rendered a minimum of nine (9) months of service during the fiscal year shall be eligible to the full grant of FY 2017 PBB.
- D. Employees with less than 9 months in service which include those on study leave or sabbatical leave should have at least one (1) IPCR to be used in determining their performance rating. Thus, they will be included in the GOOD delivery unit.
- E. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis, as follows:

Length of Service	Percent (%) of PBB
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 5 months	50%
3 months but less than 4 months	40%

- F. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of FY 2107 PBB.
- G. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty of suspension irrespective of duration in FY 2017 shall not be entitled to the FY 2017 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the FY 2017 PBB.
- H. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2107 PBB.
- I. Officials and employees who failed to liquidate Cash Advances received in FY 2017 within the reglementary period as required by the COA shall not be entitled to the FY 2017 PBB.
- J. The eligibility of the SUC President shall be based on CHED Memo Order No. 4,s. 2015.

VII. INDIVIDUAL RANKING

- A. Once the “best delivery unit” has been identified, the non-teaching personnel including the VP for Academic Affairs, VP for Administration, Research and Extension, IPDS Director, Executive Assistant, HRMO and Accountant shall be included in the “Best Delivery Unit”.
- B. The individual rank of employees belonging to the delivery units shall be the same as their respective unit’s rank. The PBB will be based on the guidelines, to wit:

Rank of Delivery Unit	% Rate of PBB (*Monthly basic salary)
Best	65%
Better	57.5%
Good	50%

**Based on the individual’s monthly basic salary as of December 31, 2017.*

- C. The eligible personnel who served in more than one delivery units during the year shall be included in the delivery unit where he/she served the longest.