



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. 2015-1 dated August 12, 2015, NLPSC hereby adopts the following guidelines in the force ranking of its five (5) 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 2015
- B. Ranking the delivery units based on the performance for the grant of the PBB for FY 2015 and;
- C. Distributing the FY 2015 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. Teacher Education Unit	BEED and BSE
2. Business Education Unit	BSBA and BSOA
3. IT and Midwifery Unit	BSCS and Midwifery
4. HuSoCom Unit	AB
5. Criminology Unit	BS Criminology

V. Eligibility and Force Ranking of Delivery Units

- A. Only delivery units that have achieved an average of 90% performance rate or better in their performance indicators are eligible for FY 2015 PBB.
- B. All the five (5) delivery units of the college shall be force ranked using the Office Performance Commitment and Review (OPCR).
- C. All ties relative to ranking of delivery units shall be resolved by the President of the College.
- D. Using the average performance rates, the units eligible for FY 2015 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


VI. Eligibility and Force Ranking of the Personnel

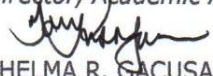
- A. Only an employee with average performance rating of Satisfactory or better shall be entitled to FY 2015 PBB.
- B. Only employee who has rendered a minimum of nine (9) months of service during the fiscal year shall be eligible to the full grant of FY 2015 PBB
- C. An employee who rendered a minimum 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%

- D. 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 2105 PBB.
- E. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty of suspension irrespective of duration in FY 2015 shall not be entitled to the FY 2015 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the FY 2015 PBB.
- F. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2105 PBB.
- G. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
- H. All teaching and non-teaching personnel who are on study or sabbatical leave for CY 2015 but has rendered service for 9 months and submitted 2 rating period results are eligible for force ranking otherwise they shall be ranked as GOOD by circumstance.
- I. The eligibility of the SUC President shall be based on CHED Memo Order No. 4,s. 2015.
- J. Teaching personnel who have not submitted their Teaching Effectiveness Evaluation result for 2nd Semester 2014-2015 and IPCR for the 1st Semester 2015-2016 shall not qualify for PBB, except for those who are in study/sabbatical leave, newly hired regular employees and separated from the college.
- K. Non-teaching personnel who have not submitted their Individual Performance Commitment and Review (IPCR) for the two rating periods shall not qualify for PBB, except for those who are in study/sabbatical leave, newly hired regular employees and separated from the college.
- L. The five (5) delivery units shall force rank their teaching and non-teaching personnel as follows:
1. The force ranking of the teaching personnel and those faculty with designations shall be based on Teaching Effectiveness Students Evaluation for 2nd semester SY 2014-2015 and IPCR. The IPCR shall be discussed with the immediate supervisor. The final review of the IPCR shall be done by the college PMT headed by the Director for Academic Affairs.
 2. The force ranking of the non-teaching staff and GASS shall be based on the IPCR. The same shall be reviewed by the college PMT and the final review shall be done by the FA President.
3. Period of Evaluation
- a. For the teaching personnel and GASS, the period of evaluation shall cover the 2nd Semester 2014-2015 (using the Teaching Effectiveness Students Evaluation) and the 1st Semester 2015-2016 (using IPCR).
 - b. For non-teaching staff, the period of evaluation shall cover the two rating periods from January – May 30, 2015 and July – November 30, 2015 (using IPCR).
 - c. The performance appraisal results for the two (2) rating periods for both teaching and non-teaching personnel shall be averaged.
- M. Force Ranking of Personnel of Delivery Units
- a. Once the "best delivery unit" has been identified, the non-teaching personnel including the Director for Academic Affairs, Director for Administrative and Finance Services, Director for Research and Extension, Planning Officer, MIS Coordinator, HRMO Designate and Accountant shall be included in the "Best delivery unit".
 - b. The force ranking of employees shall be based on the following percentage allocation:
- | Category of Employees | Best Unit | Better Unit | Good Unit |
|-----------------------|-----------|-------------|-----------|
| Best Employees | 20% | 15% | 10% |
| Better Employees | 35% | 30% | 25% |
| Good Employees | 45% | 55% | 65% |
| Total | 100% | 100% | 100% |
- c. All ties relative to the ranking of personnel shall be resolved by the head of the delivery unit.
 - d. If the tied party involves the head of the delivery unit, it shall be resolved by the Director of Academic affairs for teaching or FA President for non-teaching.


PBB TECHNICAL WORKING GROUP



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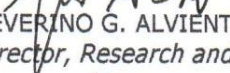

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

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

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

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