



**GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS  
FOR THE GRANT OF THE 2015 PERFORMANCE BASED BONUS (PBB)**

1. The Delivery Unit (DU) must have achieved at least 90% of each one of their priority program/project targets under the five Key Result Areas of Executive Order (EO) No. 43 as specified in Form B;
2. The DU must have satisfied 100% of the good governance conditions:
  - a. All employees under a DU with cash advance/s must have been settled fully within the prescribed period; and
  - b. All employees under a DU must have complied with the submission of SALN per RA No. 6713
3. DUs with more than 100% accomplishment or with less than 90% accomplishment in any one of its targets must submit their corresponding justification for exceeding or not meeting their target/s together with supporting documents;
4. DUs that did not achieve at least 90% of their target in any one of the performance indicators shall no longer be included in the forced ranking and shall not be eligible to receive PBB for FY 2015
5. DUs shall be grouped and ranked according to the existing units of MinSCAT. Thus, a good, better and best unit/s shall be identified under the following:
  - a. Academic
    - Arts and Sciences
    - Agriculture/Fisheries/Technology and Allied Courses)
  - b. Research and Development
  - c. Extension
  - d. Student Welfare Services
  - e. Administration
  - f. Finance Services
  - g. Planning, Monitoring and Evaluation
  - h. Auxiliary and Support Services
  - i. Production and Business Operations
6. The rating will be based on their performance in the delivery of their corresponding Major Final Outputs (MFOs)
7. The Good, Better, and Best DUs shall be determined according to the hereunder percentages.

Ranking	Performance Category
10%	Best
25%	Better
65%	Good

APPROVED:



**JESSE T. ZAMORA, Ed.D.**  
SUC President II



**GUIDELINES IN THE FORCED RANKING OF FACULTY AND STAFF  
FOR THE GRANT OF THE 2015 PERFORMANCE BASED BONUS (PBB)**

1. All officials and employees of eligible Delivery Units (DUs) holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
  - a. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2015
  - b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
  - c. Must have achieved at least 90% of his/her target for the year;
  - d. Must have no outstanding cash advance/s as of November 30, 2015
  - e. Must have complied with the submission of SALN per RA 6713
  
2. Faculty and staff who are designated as heads of offices such as the 3 Vice Presidents (VPs), Campus Administrators(CAs) and Directors shall be evaluated and forced ranked according to the office they supervise.
  
3. Part-timers, personnel hired on Contract of Service (COS) and Job Order (JO) status shall not be eligible for the grant of the PBB. Faculty and staff who are on study leave for the whole period covered by the PBB shall likewise be ineligible. However, faculty and staff who have reported back and have rendered actual service to MinSCAT for at least nine (9) months may be given PBB provided items 1.b to 1.e have been complied with. The actual service is warranted by an Individual Performance Commitment and Review Form (IPCR)
  
4. Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.
  
5. Personnel who transferred from G2G shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will be included in the recipient agency.
  
6. Minimum of three (3) but less than nine (9) months shall be pro-rated corresponding to the length of service rendered as per Inter-Agency Task Force (IATF) Memorandum Circular No. 2014 - 3

Length of Service	% 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%



- Valid reasons for not meeting 9-month service requirement:
  - a) Being a newly hired employee;
  - b) Retirement;
  - c) Resignation;
  - d) Rehabilitation Leave;
  - e) Maternity Leave and/or Paternity Leave;
  - f) Vacation or Sick Leave with or without pay;
  - g) Scholarship/Study Leave;
  - h) Sabbatical Leave

### Ranking Distribution

	BEST bureaus	BETTER bureaus	GOOD bureaus
Best Performer	20%	15%	10%
Better Performer	35%	30%	25%
Good Performer	45%	55%	65%

Individual with Below Satisfactory Rating are excluded from ranking

### Rating Distribution

Bureau/Delivery Unit/Performance Category	Individual Performance Category		
	BEST	BETTER	GOOD
Best	35,000	20,000	10,000
Better	25,000	13,500	7,000
Good	15,000	10,000	5,000

Individual with Below Satisfactory Rating are excluded from ranking

### Not Entitled

- Employee on vacation or sick leave, with or without pay, for entire year.
- Personnel guilty of admin and/or criminal cases and meted penalty in FY 2015. *If the penalty is only a reprimand, such penalty shall not cause disqualification.*
- Officials and employees who failed to submit the 2014 SALN
- Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period
- Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2014 SALN to respective SALN repository agencies and liquidated FY 2015 Cash Advances. These will be a basis for the release of FY 2015 PBB to individuals.

7. Heads of DUs shall submit the names of faculty and staff that qualified for the PBB based on the herein criteria and conditions to the Performance Management Team (PMT) on or before June 30, 2015. The numerical ranking of said faculty and staff must be indicated "1" as the highest rank. Their numerical rating likewise be indicated. **Submissions not in accordance with this provision shall not be accepted by the PMT secretariat. Forced-ranking of the faculty and staff for DUs who have not submitted on the deadline set shall be undertaken by the PMT**



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8. Performance-Based Incentive System (PBIS)- related issues, concerns and complaints raised by faculty and staff shall be submitted in writing to the Grievance Committee (GC) created solely for this purpose which shall review and make recommendation/s within 15 calendar days upon receipt of the said issue/concern/complaint. Recommendations of the PBIS-GC shall be forwarded to the PMT for their action within calendar days. The decision of the PMT shall be final and executor.

APPROVED:

  
JESSE T. ZAMORA, *Ed.D.*  
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