



Republic of the Philippines
BATANES **S**TATE **C**OLLEGE
Basco, Batanes

OFFICE OF THE COLLEGE PRESIDENT

M E M O R A N D U M

TO : All Faculty Members and Non-Teaching Personnel

FROM : **DR. EDWIN F. MACABALLUG**
College President

SUBJECT : **Individual Ranking for PBB 2015**

DATE : **25 October 2015**

Please be advised that per guidelines of the 2015 PBB (Performance-Based Bonus), individual personnel ranking will be determined using the Civil Service Commission's approved SPMS (Strategic Performance Management System).

You are, therefore, directed to comply, especially with the processes and submissions of the OPCR (Office Performance Commitment and Review) and IPCR (Individual Performance Commitment Review)

For your guidance and strict compliance


EDWIN F. MACABALLUG, PhD
College President



BATANES STATE COLLEGE

Office of the College President

College Planning Unit

Washington Street, Basco, Batanes

☒ www.bscbatanes.edu.ph ☒ batanes_bsat@yahoo.com ☎ 0915.110.4227

Guidelines in Forced Ranking the Delivery Units for the Grant of 2015 Performance-Based Bonus (PBB)

1. The forced ranking of delivery units for the grant of 2015 Performance-Based Bonus (PBB) shall be guided by the Memorandum Circular (MC) 2015-1 titled “Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 Under Executive Order No. 80” 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. There shall be three delivery units equivalent to three bureaus, to wit:
 - a. Administrative Staff
 - b. Faculty members without designations
 - c. Faculty members with designations
3. Delivery units shall be rated and ranked based on their accomplishments in the performance targets in all 2015 GAA-based performance indicators along the Major Final Output (MFO 1 - Higher Education), Support to Operations (STO), and General Administrative and Support Services (GASS).
4. Individuals who have not complied fully well in the Good Governance Conditions shall be disqualified from the grant of PBB 2015.
5. The performance of each delivery unit shall be the average of percentage scores each obtained from the enumerated criteria, which are given equal weights. The average points of the delivery unit along with MFO 1, STO, GASS and Good Governance Conditions shall be ranked to determine the Best, Better, and Good Bureau. The ranking and distribution to be followed is the one provided for by IATF MC 2015-01:

Top 10%	Best Bureau
Next 25%	Better Bureau
Next 65%	Good Bureau
6. The Summary of Accomplishments, Rating and Ranking of Bureaus or Delivery Units shall be presented in the Form A-1 Report of the College required by the Task Force for submission and assessment. The summary shall also be uploaded in the College website and be disseminated using other possible channels or platforms of communication.



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Guidelines in Forced Ranking Employees for the Grant of the 2015 Performance-Based Bonus (PBB)

Eligibility of Employees

1. Officials, faculty members, and administrative staff of eligible bureaus or delivery units holding regular plantilla positions and who are casual personnel whose salaries are charged to the lump sum appropriation under PS or contractual employees occupying positions in the DBM-approved contractual staffing pattern, are qualified for the full grant of 2015 PBB if they have:
 - 1.1. Achieved at least 90% of their targets for the year;
 - 1.2. Received a rating of at least “Satisfactory” under the Strategic Performance Management System (SPMS);
 - 1.3. No outstanding cash advance/s as of November 30, 2015;
 - 1.4. Complied with the submission of SALN per RA 6713 and CSC MC No. 3 s. 2015;
 - 1.5. Not been on vacation or sick leave with or without pay for the entire year;
 - 1.6. Not been found guilty of administrative and/or criminal cases filed against them and meted out a penalty in FY 2015 (If penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.); and,
 - 1.7. Rendered at least nine (9) months of service during the fiscal year and with a performance rating in accordance with item 1.2.

2. Permanent faculty members and administrative staff (with the required performance rating) who have rendered a minimum of three (3) months but less than nine (9) months of service due to the following reasons are entitled to receive PBB 2015 on pro-rata basis as presented below.
 - 2.1. being newly hired employee
 - 2.2. retirement
 - 2.3. resignation
 - 2.4. rehabilitation leave
 - 2.5. maternity leave
 - 2.6. vacation or sick leave with or without pay
 - 2.7. scholarship/study leave
 - 2.8. sabbatical leave

Length of Service	Percentage 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%

Evaluation of Employees


3. The forced ranking of faculty members and administrative staff for the grant of 2015 Performance-Based Bonus (PBB) shall be guided by Memorandum Circular (MC) 2015-1 titled "Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 Under Executive Order No. 80" issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, S. 2011).
4. Faculty members and administrative staff of Batanes State College shall be evaluated based on their performance in the two rating periods (Second Semester 2014-2015 and First Semester 2015-2016 for faculty members; January to June 2015 and July to December 2015 for administrative personnel) as reflected on the Individual Performance Commitment Rating (IPCR) of the CSC-approved Strategic Performance Management System (SPMS) of the College.
5. Faculty members and administrative staff designated as Directors shall be evaluated and forced ranked according to the office they supervise and based on the OPCR.
6. Directors, who shall submit OPCR shall be rated by the Planning Head to be confirmed by the President of the College.
7. Faculty members designated as heads of offices and coordinators without a staff shall be evaluated and forced ranked based on the IPCR filed.
8. The College President shall be evaluated based on CHed Memorandum No. 4 s. 2015.
9. Faculty members who are designated to multiple administrative positions shall be evaluated and forced ranked based on IPCRs they filed.
10. Faculty members handling courses in different departments during the assessment period shall be evaluated and forced ranked in their mother departments.
11. Faculty members and administrative staff on detail to another government agency for 6 (six) months or more shall be included in the ranking of employees in the recipient agency that rated their performance. Payment of the PBB shall come from the mother agency.
12. Faculty members and administrative personnel who transferred from a government agency to BSC shall be rated and forced ranked by the agency where they served the longest. If equal months were served, they will be included in BSC.


13. To ensure the veracity and reliability of the rankings, the College official ranking committee is the Performance Management Team (PMT) as gleaned on the approved SPMS of the College. The PMT shall engage in full deliberations with faculty members and administrative staff.
14. Evaluation and ratings shall be based on documentary evidence which will be secured by the committee from concerned offices/delivery units.
15. The Director of Instruction and the Director for Finance and Administrative Affairs shall prepare the individual score sheet for information and signature of individual faculty member and administrative personnel, respectively. They shall discuss with the ratee the result of the rating in a post-conference style in the interest of transparency.
16. The summary of ranking, which should adopt a proportional allocation system to be devised by the PMT to be fair for both faculty members and administrative staff, shall be endorsed by the Directors of Instruction and Administrative Affairs in the college level. The summary shall be reviewed by the College Planning Head, PBB Focal Person and the HRM Officer for the finalization of the college list of forced ranked employees, which shall eventually be forwarded to the PMT for confirmation.
17. Result of the verified ranking shall be posted on the bulletin boards or website of the College (bscbatanes.edu.ph) for information-dissemination for at least two weeks, within which all inquiries or concerns regarding the result should have been formally elevated to the PMT, for action.
18. The PMT approved ranking shall be used to identify who among the employees will be best, better and good in the forced ranked bureaus following the category provided for in Section 7 of IATF-MC 2015-1 and EO 80 S. 2012:

DELIVERY UNIT	INDIVIDUAL CATEGORY/PROPORTION OF EMPLOYEES		
	Best Performer	Better Performer	Good Performer
Best Delivery Unit	Php35,000 (20% of eligible employees)	Php20,000 (35% of eligible employees)	Php10,000 (45% of eligible employees)
Better Delivery Unit	Php25,000 (15% of eligible employees)	Php13,500 (30% of eligible employees)	Php7,000 (55% of eligible employees)
Good Delivery Unit	Php15,000 (10% of eligible employees)	Php10,000 (25% of eligible employees)	Php5,000 (65% of eligible employees)

19. Full deliberations in the delivery unit level shall be conducted to address cases of ties in ranking. The PMT shall put up a logical and reasonable system of breaking ties based on the most scientific conventions of statistics and on available documents.
20. All concerns and clarifications in regard to the rating and ranking shall be submitted in writing to the Performance Management Team of the College, 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 PMT shall be final and executory.

REVIEWED, DELIBERATED AND APPROVED


FERDINAND BULUSAN, MAEd
Assistant Professor II
Head, College Planning Office
Head, College Publication


DJOVI R. DURANTE, CPA
Director for Admin and Finance


APOLINARIA A. CIELO, MAEd
Director of Instruction



FORTUNATO A. CABUGAO, MATEM
Faculty President


OSWALDO A. VALIENTE
Administrative Aide II
HRM Office

Secretariat:


VILMA D. BACCAY, MAEd
Assistant Professor IV

Conforme:


EDWIN F. MACABALLUG, PhD
SUC President I

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