

**GUIDELINES IN THE EVALUATION OF THE PERFORMANCE OF DELIVERY UNITS
AND EMPLOYEES FOR PBB FY 2018**

1. PURPOSE

The purpose of this guideline is to come up with an objective rating scheme for delivery units and employees eligible to receive Performance-Based Bonus (PBB) for its FY 2018 round of implementation.

2. COVERAGE

All officials and employees of PBB-eligible delivery units holding regular plantilla position; and contractual and casual personnel having an employer-employee relationship and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of Camarines Norte State College, are covered by this guidelines.

3. EVALUATION AND RANKING OF DELIVERY UNITS

3.1 The eligibility of delivery units will depend on the eligibility and performance of the agency. Their PBB shall be based on the monthly basic salary as of December 31, 2018, as follows:

Performance of Eligible Delivery Units	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

Final Rating of the OPCR of the 8 delivery units shall be based on the average rating of all IPCRs including the OPCR of the deans and campus directors of delivery units for January to June and July to December 2018. The eight delivery units are as follows:

- 1) College of Arts & Sciences
- 2) College of Business and Public Administration (CBPA)
- 3) College of Engineering (CoEng)
- 4) College of Education (CoEd)
- 5) Institute of Fisheries and Marine Resources (IFMS)
- 6) College of Agriculture and Natural Resources (CANR)
- 7) College of Trades and Technology (CoTT)
- 8) Institute of Agri-Business and Development (IABD)

Computation of the OPCR rating shall be based on the Approved SPMS Policies and Guidelines.

3.2 Delivery units eligible to PBB shall be forced rank according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit/s
Next 65%	Good Delivery Unit/s

3.3 Delivery unit/s with an OPCR unsatisfactory rating with 2.50 and below is not eligible for the grant of PBB 2018

4. ELIGIBILITY OF INDIVIDUALS

4.1 Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship and receive at least a "Satisfactory" rating based on CSC approved SPMS.

4.2 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 PBB shall come from the parent agency. Personnel who transferred from G2G 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.

4.3 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with the required performance rating from CNSC-approved SPMS, will be eligible to the full grant of PBB FY 2018

4.4 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating from CNSC-approved SPMS, shall be eligible for the grant of PBB FY 2018 on a pro-rata basis. The PBB of such employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- 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
- 4.5 An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB FY 2018.
- 4.6 An employee who is on study leave, with or without pay for the entire year, is not eligible to the grant of PBB FY 2018. (Note: if it is indicated in the contract that they will receive all benefits, etc. However, if the contract says otherwise, he/she will not be entitled).
- 4.7 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause disqualification to the PBB.
- 4.8 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 2018 PBB. (*April 30 –deadline of submission in CNSC*)
- 4.9 Officials and employees who failed to liquidate Cash Advances received in FY 2018 within the reglementary period as required by the shall not be entitled to the FY 2018 PBB.

COMMISSION ON AUDIT CIRCULAR NO. 97-002

- a. Salaries, Wages, etc.
within five (5) days after each fifteen (15) day/end of the month pay period.
- b. Petty Operating Expenses and Field Operating Expenses
within twenty (20) days after the end of the year; subject to replenishment as frequently as necessary during the year.
- c. Official Travel
within sixty (60) days after return to the Philippines in the case of foreign travel or within thirty (30) days after return to his permanent official station in the case of local travel, as provided for in EO 248 and COA Circular No. 96

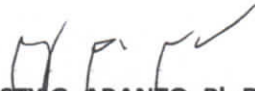
5 PROVISION FOR THE GENERAL ADMINISTRATION

- 5.3 The eligibility of the CNSC President shall be based on CHED Memorandum Order No. 4 s. 2015. Their FY 2018 PBB shall also depend on the eligibility and performance of the respective SUC and based on the monthly basic salary as of December 31, 2018 following section 3.1
- 5.4 The administrative heads of offices such as: (1) Vice President for Administration and Finance; (2) Vice President for Academic Affairs; (3) Vice President for Research and Extension; (4) Chief Administrative Officer; (5) Budget Officer and (6) Accountant shall be force-ranked under the General Administration group first. The eventual delivery unit where they will be force-ranked will be determined by their ranking in the General Administration. The first 20% will be force-ranked in the BEST Delivery Unit; the next 30% to the BETTER Delivery Unit; and the last 50% will be force-ranked in the GOOD Delivery Unit.
- 5.5 Other heads of units in the Administration shall be force-ranked similar to the Administrative Heads of Offices.
- 5.6 The final rating of faculty members designated in the Central Administration shall be composed by their rating from their IPCR (as faculty member) and OPCR (as Heads of Offices) on a pro-rata contribution (depending on Equivalent Teaching Load or de-loading scheme).
- 5.7 Faculty members designated in the Central Admin (such as the Research Director, Extension Director, Auxiliary Services Director, OSSD Board Sec, IPDO (Central Admin)
- 5.8 Other administrative designees with less than 12 units equivalent teaching loads will be categorized under their respective mother units since their academic loads is higher than their administrative loads.

6 EFFECTIVITY

This guideline shall take effect immediately upon approval of the concerned authority.

Unanimously Approved:


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