

GUIDELINES IN THE EVALUATION OF THE PERFORMANCE OF DELIVERY UNITS AND EMPLOYEES FOR THE PBB FY 2014

1. Purpose

This proposed guidelines prepared by the Performance Management Team of CNSC aims to come up with an objective rating scheme for delivery units and employees eligible to receive Performance-Based Bonus (PBB) under Executive Order No. 80, issued by the President of the Republic of the Philippines.

2. Coverage

All officials and employees of PBB-eligible delivery units holding regular plantilla positions, and casual and temporary status personnel having employer-employee relationship are covered by these guidelines.

3. Evaluation and Ranking of Delivery Units

- 3.1. PBB Form A-1 shall be used in evaluation and ranking the performance of the 8 delivery units of Camarines Norte State College. The focus of the evaluation shall be the Performance Indicators under MFO 1 (Higher Education Services), MFO 3 (Research Services) and MFO 4 (Extension Services).
- 3.2. Performance Indicators under MFO 2 (Advance Education Services) need not be considered since the faculty members comprising the Graduate School are actually from different delivery units.
- 3.3. Percentage of accomplishment shall be calculated by the formula:

$$\% \text{ Accomplishment} = \frac{\text{Accomplishment}}{\text{Target}} * 100\%$$

- 3.4. In each indicator, units which did not meet at least 90% of the required accomplishments shall be automatically held ineligible for PBB.
- 3.5. In each indicator, delivery units shall be ranked according to the % accomplishment.
- 3.6. The sum of the rankings of each delivery unit in all the performance indicators will be computed. The one with the lowest sum will be ranked "first" and the highest numerical sum will be ranked "last".

4. Evaluation and Ranking of PBB-eligible Employees

- 4.1. The evaluation ratings of the PBB-eligible employees from the SPMS FY 2014 shall be used in ranking. The average of the two rating periods shall be considered; January – June 2014 and July-December 2014. Up to two decimal places of their average rating shall be used in the ranking.
- 4.2. Employees with poor performance in their OPCRs will not be eligible for PBB FY 2014.

