



OFFICE OF THE UNIVERSITY PRESIDENT

ANNEX8

GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

Department/Agency **CAVITE STATE UNIVERSITY**

The Memorandum Circular No. 2019-1 was issued on Sept 3, 2019 by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, created by virtue of AO No. 25, s. 2011, detailing the guidelines on the grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2019 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s. 2016.

The Cavite State University (CvSU) adopts the Circular in accomplishing the University's FY 2019 Performance Targets and shall observe the following in ranking the delivery units (DUs):

1. The University shall achieve its Performance Targets by streamlining and process Improvement of the university's Critical Services, Citizens'/Client's Satisfaction, the targets for Support to Operations (STO) and General Administration and Support Services (GASS) as stated on Section 5.0 of MC No. 2019-1.
2. The University shall satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (ATF) for FY 2019.
3. The University shall use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of employees and officials.
4. The University shall follow the clustering of delivery units based on the similarities of task and responsibilities.
 - i Cluster 1: Academic Units
 - ii Cluster 2: Research and Technical Advisory Extension Services
 - iii Cluster 3: Support to Operations (STO) and General Administration and Support Services (GASS)





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5. The University shall determine the delivery units per cluster based on the existing guidelines stated on Section 8 of MC No. 2019-1.

6. Delivery Units shall be ranked according to respective accomplishments relevant to the University's Performance Targets for FY 2019. A good, better, and best Delivery Units shall be identified from each cluster. Performance of each Delivery Units shall be reported using the Form AI.

7. Delivery Units eligible to the PBB shall be ranked according to following categories:

Ranking	Performance Category
Top10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

8. The faculty/staff assigned to each delivery unit shall also be identified by the University's PMT.

9. Only the employees belonging to eligible Delivery Units are qualified for the PBB.

10. The eligibility of individual shall be as follows as stated on Section 6.8 of MC No. 2019-1 :

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis 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%





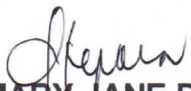
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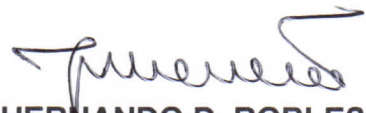
The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- 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

The rates of the PBB for each individual shall be based on the performance of the Delivery Units with the rate of incentive as multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery	65.0%
Better Delivery Unit	57.5%
Good Delivery Unit	50.0%


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Director HRDO
Date: September 25, 2019


DR. HERNANDO D. ROBLES, CEO
University President
Date: 9-26-2019

