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**SYSTEM OF RATING AND RANKING OF DELIVERY UNITS  
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

The Memorandum Circular No. 2020-1 was issued on June 2, 2020 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) 2020 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 2020 Performance Targets and shall observe the following in ranking the delivery units (DUs):

1. The University shall achieve its Performance Targets and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) as stated in Section 5.0 of MC No. 2020-1.
2. The University shall satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (ATF) for FY 2020.
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.

Cluster 1: Academic Units

Cluster 2: Non-academic Units (Research and Technical Advisory  
Extension Services, Support to Operations (STO) and General  
Administration and Support Services (GASS))

5. The University shall determine the delivery units per cluster based on the existing guidelines stated in Section 8 of MC No. 2020-1.
6. Delivery units shall be ranked according to respective accomplishments relevant to the University's Performance Targets for FY 2020. Good, better,

and best delivery units shall be identified from each cluster. Performance of each delivery unit shall be reported using the Form AI.

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

<b>Ranking</b>	<b>Performance Category</b>
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 in Section 6.14 of MC No. 2020-1:

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:

<b>Length of Service</b>	<b>% of PBB</b>
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

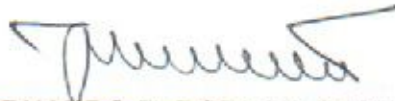
The rates of the PBB for each individual shall be based on the performance of the Delivery Units with the rate of incentive as multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

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



**DR. LEYMA L. CERO**

Chairperson, Performance Management Team  
28 September 2020



**DR. HERNANDO D. ROBLES, CEO VI**

University President  
Date SEP 28 2020