



**SYSTEM OF RANKING DELIVERY UNITS
FOR THE GRANT OF THE 2018 PERFORMANCE BASED BONUS (PBB)**

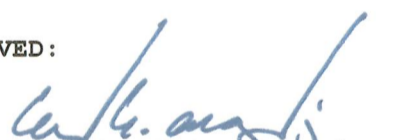
1. The Delivery Unit must have achieved its performance targets under the Major Final Outputs (MFOs) of the 2018 Performance Informed Budget (PIB)/GAA and the targets for Support to Operations (STO) and General Administration and Support Services (GASS)
2. The Delivery Unit must have satisfied 100% of the Good Governance Conditions for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF)
3. Delivery Units shall be grouped according to the existing units of MinSCAT, such as the following:
 - a. Academic
 - College of Arts and Sciences
 - College of Agriculture
 - College of Teacher Education
 - College of Business Management
 - College of Computer Studies
 - b. Research and Development
 - c. Extension
 - d. Student Welfare Services
 - e. Administration
 - f. Finance Services
 - g. Planning, Monitoring and Evaluation
 - h. Auxiliary and Support Services
 - i. Production and Business Operations

4. Delivery Units shall be ranked according to the hereunder percentages with reference to Section 8 of Memorandum Circular No. 2018 -1, dated May 28, 2018

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

5. To be eligible, individuals belonging to each Delivery Unit must meet the requirements identified in Section 7 (Eligibility of Individuals) of MC 2018-1 dated March 28, 2018.

APPROVED:


LEVY B. ARAGO, JR. Ph.D.
SUC President II



**GUIDELINES ON THE ELIGIBILITY OF INDIVIDUALS
FOR THE GRANT OF THE 2018 PERFORMANCE BASED BONUS (PBB)**

1. SUC President is eligible only if their respective institution is eligible. If eligible, their maximum PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS), for an interrupted period of at least three (3) months.
3. All officials and employees of eligible Delivery Units (DUs) holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
 - a. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2018
 - b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
 - c. Must have no outstanding cash advance/s as of November 30, 2018
 - d. Must have complied with the submission of SALN per RA 6713
4. Faculty and staff who are designated as heads of offices such as the 3 Vice Presidents (VPs), Campus Administrators (CAs) and Directors shall be evaluated according to the office they supervise.
5. Part-timers, personnel hired on Contract of Service (COS) and Job Order (JO) status shall not be eligible for the grant of the PBB. Faculty and staff who are on study leave for the whole period covered by the PBB shall likewise be ineligible. However, faculty and staff who have reported back and have rendered actual service to MinSCAT for at least nine (9) months may be given PBB provided items 1.b to 1.e have been complied with. The actual service is warranted by an Individual Performance Commitment and Review Form (IPCR)
6. Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.



7. Personnel who transferred from one government agency to another agency shall be rated and ranked by agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
8. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB
9. 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 on a pro-rata basis corresponding to the actual length of service rendered as per Memorandum Circular No. 2018 - 1

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%

10. 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
11. On the other hand, the following are the reasons for an employee who are not entitled for PBB:
 - Employee on vacation or sick leave, with or without pay, for entire year.
 - Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2017. *If the penalty meted out is only a reprimand, such penalty shall not cause disqualification to the PBB.*



- Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015
- Officials and employees who failed to liquidate all Cash Advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009
- Officials and employees who failed to submit their complete SPMS Forms

12. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs). Annual Financial Reports and Annual Audit Reports (AARs) shall not be entitled to the FY 2018 PBB if the agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015

13. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bods and Awards Committee (BAC) shall not be entitled to the FY 2018 PBB if the agency fails to submit the following:

- FY 2018 Annual Procurement Plan (APP non-CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of MC 2018-1 in the format prescribed under GPPB Circular No. 07-2015
- FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017
- Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012 complete with the following forms: (1) APCPI - Self Assessment Form; (2) APCPI-Consolidated Action Plan; and the Questionnaire on or before March 31, 2017. The APCPI Tool may be downloaded from the GPPB website.

14. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2018 PBB.

15. Officials and employees responsible for the QMS certification or alignment specified in sections 6.2a and 6.2b shall not be entitled to the FY 2018 PBB if the agency fails to comply with the said requirement.



16. Officials and employees responsible for posting and dissemination of the agency system of ranking performance of delivery units shall not be entitled to the FY 2018 PBB if the agency fails to comply.

APPROVED:

LEVY B. ARAGO JR., Ph.D.

SUC President II