



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**OFFICE OF THE PRESIDENT**

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TSU Administrative Order  
No. 75 s., 2015

### SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUALS

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Monitoring Systems (Administrative Order No. 25, s. 2011) issued Memorandum Circular No.2015-1 on August 12, 2015, the subject of which is the guidelines on the grant of the Performance Based Bonus for Fiscal Year 2015 under Executive Order No. 80. Among others, the circular required that a system of ranking delivery units and individuals be designed.

In pursuance thereof, the following shall be observed:

1. The University should meet at least 90% of each one of the FY2015 targets as reflected in the General Appropriation Act and the targets enumerated in the criteria and conditions in section 3.1 as well as section 4 of the Memorandum Circular No. 2015-1 and among others should:
  - 1.1 Satisfy 100% of the good governance conditions set by the AO25
  - 1.2 Use the university Strategic Performance Management System (SPMS) passed by the Administrative and Academic Councils and approved by the Civil Service Commission on December 12, 2013, in rating and ranking the delivery units and the first and second level employees and officials of each delivery unit.
2. All qualified delivery units shall be ranked accordingly:
  - 2.1 Force Rank of Delivery Units (Section 7.2 of MC No. 2015-1)

Ranking	Performance Category
Top 15%	Best Delivery Unit
Next 30%	Better Delivery Unit
Next 55%	Good Delivery Unit

- 2.2 The Colleges shall be forced ranked based on their overall performance. Their overall performance shall be evaluated based on their Office Performance Commitment Review (OPCR) form and the SUC leveling criteria. The approved distribution of weights per criterion shall be as follows:

CRITERIA	TSU
Instruction	40%
Research	30%
Extension	20%
Support to Administration	8%
Production/Management of Resources	2%
TOTAL	100%

2.3 Delivery units other than the colleges shall be forced ranked based on the result of their rating as evaluated on their Office Performance Commitment Review (OPCR) form.

3. Only personnel belonging to eligible delivery units are qualified for PBB, and shall be ranked as follows:

**For the Best Delivery Unit**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

**For the Better Delivery Unit**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

**For the Good Delivery Unit**

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

4. The eligibility of individual shall be governed by the following (Section 6 of MC No. 2015-1)
- 4.1 The SUC President shall be based on CHED Memorandum Order No.4, s.2015.
  - 4.2 Individuals or employees belonging to the First and Second Levels should receive a rating of "Satisfactory" based on our CSC approved SPMS.
  - 4.3 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
  - 4.4 Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
  - 4.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 of MC No. 2015-1 may be eligible to the full grant of the PBB.
  - 4.6 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered as follows:

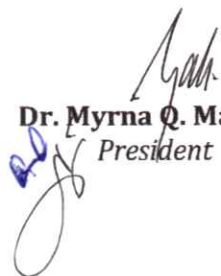

<b>Length of Service</b>	<b>% of PBB</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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 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;

- 4.7 An employee who is on vacation leave or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
  - 4.8 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty of FY2015 shall not be entitled to the PBB. If the penalty meted out only a reprimand, such penalty shall not cause the disqualification to the PBB.
  - 4.9 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 2015 PBB.
  - 4.10 Officials and employees who failed to liquidate Cash Advance received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
5. It is to be noted that the PBB is an incentive given to government employees, TSU included, based on their performance and the delivery unit where they belong, thus fostering a culture of teamwork within the delivery unit and within TSU. The focus of PBB is "delivery of services" and rewarding the best through incentives that correspond with the performance of each individual and the delivery unit. The ultimate objective of which is to encourage, improve performance and better accountability while ensuring the accomplishment of TSU's priority development programs.

Everyone is enjoined to work towards the attainment of the University's vision of becoming a premier university in the Asia-Pacific Region.

  
**Dr. Myrna Q. Mallari**  
President 

Enclosures:

1. Memorandum Circular 2015-1, August 12, 2015 (of AO25,s.2011)
2. CSC Approved SPMS of TSU
3. CHED Memorandum Order no.4 s., 2015
4. Administrative Council Resolution No. 68, s. 2015
5. Excerpt from General Appropriation Act 2015