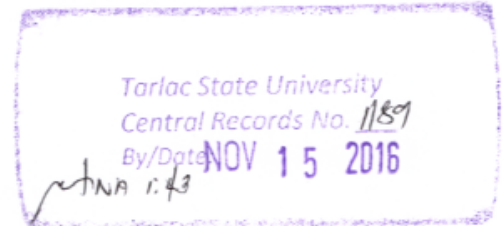




Republic of the Philippines
TARLAC STATE UNIVERSITY
Romulo Boulevard, San Vicente, Tarlac City



October 28, 2016

TSU Administrative Order

No. 53 s. 2016

GUIDELINES ON THE SYSTEM OF RANKING OF DELIVERY UNITS IN THE GRANTING OF 2016 PBB

I. INTRODUCTION

The system of Ranking Delivery Units promulgated on this guidelines allow all faculty and personnel of the university to determine the appropriate criteria and process of evaluating the performance of individual delivery units. The University System of Ranking delivery units is expected to be disseminated to all to keep them informed and shall be made accessible online through TSU transparency seal.

II. PURPOSE

This paper aims to provide the implementing guidelines on forced ranking of delivery units and the personnel on:

- a. Evaluating the eligibility of each delivery unit and personnel for PBB 2016;
- b. Determining the ranking of each delivery unit according to the percentage of attainment of their respective targets.

III. COVERAGE

Officials, faculty, and employees of the University holding regular plantilla position and contractual personnel having an established employee-employer relationship with the university and whose compensation is charged to the appropriation under the personal services shall constitute the group eligible for PBB 2016, provided they:

- a. Are not on vacation or sick leave, with or without pay for the entire year;
- b. Not guilty of administrative or criminal case and penalty in FY 2016. However, if the penalty is only reprimand, such case shall not cause his/her disqualification;
- c. Submitted their 2015 SALN
- d. Liquidate cash advances received in 2016 within the reglamentary period;
- e. Updated and submitted their PDS; and

- f. Submitted their grading sheets two weeks after the examination period, if applicable.

IV. DELIVERY UNIT

DELIVERY UNITS (36)

- 1 Office of the President, Office of the Vice President for Admin and Finance, Accounting, Budgeting
- 2 Office of the Vice President for Academic Affairs and College of Education
- 3 Office of the VP for Research & Extension &UESO
- 4 Office of the VP-ILEA/OPAI
- 5 Business and Auxiliary Services Office
- 6 Administrative Office
- 7 Infrastructure Management Office
- 8 Supply and Property Management Unit
- 9 Procurement Unit
- 10 Civil Security Unit
- 11 Cashiering Unit
- 12 Human Resource Management and Development Unit
- 13 Central Records Unit
- 14 Physical Plant Unit
- 15 General Services Unit
- 16 College of Public Administration and Graduate Studies
- 17 College of Arts and Social Sciences
- 18 College of Engineering
- 19 College of Technology
- 20 College of Architecture and Fine Arts
- 21 College of Computer Studies
- 22 College of Business and Accountancy
- 23 College of Science
- 24 Medical Office
- 25 Office of Registration and Admission
- 26 Library
- 27 Counseling, Testing, and Career Center
- 28 Endowment and Scholarship
- 29 Sports Development Unit
- 30 Student Development Unit
- 31 Dental Unit
- 32 University Research Office
- 33 TDTCO
- 34 Gender and Development
International
- 35 Affairs
- 36 Alumni Affairs Office/Office of Institutional Linkages

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V. ELIGIBILITY AND FORCED RANKING OF DELIVERY UNITS

- a. Only those delivery units which achieved 100% or better in all their performance indicators shall be eligible for FY 2016 PBB;
- b. Determination of the eligibility of the 36 delivery units shall be based on their performances as indicated in their OPCR/DPCR which will cover two (2) rating periods: January 2016- June 2016 and July 2016 to December 2016.
- c. Using the overall average performance rating, the delivery units eligible for PBB 2016 shall be forced according to the following categories:

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

- d. All occurring ties between delivery units shall be resolved by the President.

VI. ELIGIBILITY OF INDIVIDUALS

- a. The eligible individual in the PBB shall be based on the monthly basic salary as of December 31, 2016, as follows, but not lower than P 5,000.00:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its Physical targets in all MFOs, STO and GASS indicators. (Best Bureau)	65%
Agency achieved all GGCs, and has deficiency/ies in some of its Physical targets due to uncontrollable reasons. (Better Bureau)	57.5%
Agency achieved all GGCs, and has deficiency in one of its Physical targets due to controllable reasons. (Good Bureau)	50%

- b. The eligibility of the President shall be based on CMO No. 4, S. 2015

for ngolante
GERALDINE R. LENON
Unit Head, HRMDO
Date: October 28, 2016

DR. MYRNA Q. MALLARI
DR. MYRNA Q. MALLARI
University President
Date: October 18, 2016