



Republic of the Philippines
TARLAC STATE UNIVERSITY

OFFICE OF THE PRESIDENT
Romulo Boulevard, San Vicente, Tarlac City

September 27, 2018

TSU ADMINISTRATIVE ORDER

No. 53, s. 2018

**GUIDELINES ON THE SYSTEM OF RANKING OF DELIVERY
UNITS AND INDIVIDUAL IN THE GRANTING OF 2018 PBB**

I. INTRODUCTION

The System of Ranking Delivery Units promulgated on this guideline allow 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 units and personnel for PBB 2018;
- b. Determining the ranking of each delivery units according to the percentage of attainment of their respective targets.

III. COVERAGE

All officials and employees of Tarlac State University holding regular plantilla positions and contractual personnel having and employer-employee relationship with the University, and whose compensation are charged to the appropriation under Personal Services; and whose occupying positions in the DBM-approved contractual staffing pattern shall constitute the group of eligible for PBB 2018, provided they:

- a. 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 2018.
- b. 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 for 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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB 2018 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
- c. Are not on vacation or sick leave, with or without pay, for the entire year.
 - d. Not guilty of administrative and/or criminal cases by final and executory judgment in FY 2018. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB 2018.
 - e. Submitted their SALN for the year 2017.
 - f. Liquidate cash advances received in FY 2018 within the reglementary period.
 - g. Updated and submitted their Personal Data Sheet, and
 - h. Submitted their grading sheets two weeks after the examination period, if applicable.

IV. 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 2018 PBB;
- B. Determination of the eligibility of the delivery units shall be based on their performance as indicated in their OPCR/DPCR which will cover two (2) rating periods: January –June 2018 and July-December 2018.
- C. Using the overall average performance rating, the delivery units eligible for PBB 2018 shall be forced according to the following categories:

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

- D. 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 levelling criteria. The approved distribution of weights per criterion shall be as follows:

CRITERIA	TSU
Instruction	40%
Research	30%
Extension	20%
Support to Administration (Production/Management of Resources)	10%
TOTAL	100%


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

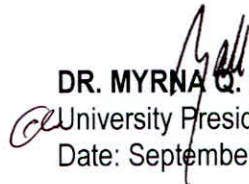
V. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018 as follows:

Performance Category	Multiple of Basic Salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

The eligibility of the President shall be based on CMO No. 4, s. 2015.


MARLON C. DELA CRUZ
 OIC-Director, HRDMO
 Date: September 28, 2018


DR. MYRNA C. MALLARI
 University President
 Date: September 28, 2018

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)*

Department/Agency TARLAC STATE UNIVERSITY

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MR. MARLON C. DELA CRUZ
 OIC-Director, HRDMO
 Date: Sept. 28, 2018


DR. MYRNA Q. MALLARI
 Head of Agency
 Date: Sept. 28, 2018

* Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
 This document shall be posted on the agency TS page on or before October 1, 2018.